Chemical and Biomolecular Engineering - H0067 Baseline Standards FY 2017

			on(s) (Name/Title)
	ption of Responsibility	Primary (Required)	Secondary (Optional)
DEPA	RTMENTAL POLICIES & PROCEDURES / BASELINE		
STANI	DARDS		
1	Ensuring the Departmental Policy and Procedures manual is	Patricia A. Cooks, DBA	
	current.		Hira Ahmed, Asst. DBA
2	Updating the Baseline Standards Form.	Patricia A. Cooks, DBA	
FINAN	ICIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Academic Support Assistants; Hira	
		Ahmed, Asst. DBA	Patricia A. Cooks, DBA
2	Reviewing cost center verifications.	Patricia A. Cooks, DBA	
			Hira Ahmed, Asst. DBA
3	Approving cost center verifications.	M. Harold, Chair, Principal Investigators	
		and Directors	Patricia A. Cooks, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Patricia A. Cooks, DBA	
			Hira Ahmed, Asst. DBA
FINAN	ICIAL REPORTING - EXPENDITURE TRANSACTIONS		,
- 1	English with the formal and a second	Him Ahmad Asst DDA	
1	Ensuring valid authorization of purchase documents.	Hira Ahmed, Asst DBA	Detricio A. Cooks, DDA
		Nicolette Solano, Administrative Asst;	Patricia A. Cooks, DBA
2	Ensuring the validity of travel and expense reimbursements.		D
		Hira Ahmed, Asst. DBA	Patricia A. Cooks, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Hira Ahmed, Asst DBA	Patricia A. Cooks, DBA
4	Ensuring correct account coding on purchases documents.	Hira Ahmed, Asst DBA	Tautem III Cooks, BBII
4	Ensuring correct account coding on purchases documents.	Tima riimed, risst DBri	Patricia A. Cooks, DBA
5	Primary contact for inquiries to expenditure transactions.	Hira Ahmed, Asst DBA	Tatricia 71. Cooks, BB71
5	Timaly contact for inquiries to expenditure transactions.	Time runned, risse BBr	Patricia A. Cooks, DBA
PAYR	OLL / HUMAN RESOURCES		Tunion III Coolis, BBII
171110	OLE / HOWING RESOURCES		
1	Ensuring all bi-weekly reported time and leave are approved	Pamela Moses, Dept. HR/Payroll Coord.	
1	before the deadlines set by Payroll, so that the correct hours are	2	
	recorded and paid on each bi-weekly paycheck.		Patricia A. Cooks, DBA
2	Ensuring all monthly leave is recorded and approved before the	Pamela Moses, Dept. HR/Payroll Coord.	
	deadlines set by Payroll.	2	Patricia A. Cooks, DBA
3	Reconciling approved reported time and leave (bi-weekly	Pamela Moses, Dept. HR/Payroll Coord.	
	employees) and ePARs (monthly employees) to the trial and	2	
	final payroll verification reports.		Patricia A. Cooks, DBA
4	Completing termination clearance procedures.	Pamela Moses, Dept. HR/Payroll Coord.	
		2	Patricia A. Cooks, DBA
5	Ensuring terminated employees are no longer charged to	Patricia A. Cooks, DBA	
	departmental cost centers.		Pamela Moses, Dept. HR/Payroll Coord.
6	Maintaining departmental Personnel files.	Patricia A. Cooks, DBA	
			Pamela Moses, Dept. HR/Payroll Coord.
7	Ensuring valid authorization of new hires.	Pamela Moses, Dept. HR/Payroll Coord.	· · · · · ·
,	<u> </u>	2	Patricia A. Cooks, DBA
8	Ensuring valid authorization of changes in compensation rates.	Pamela Moses, Dept. HR/Payroll Coord.	
	Zaroning varia audiorization of changes in compensation rates.	2	Patricia A. Cooks, DBA
9	Ensuring the accurate input of changes to the HR System.	Pamela Moses, Dept. HR/Payroll Coord.	
	Ensuring the accurate input of changes to the TIX System.	2	Patricia A. Cooks, DBA
	Consistent and efficient responses to inquiries.	Pamela Moses, Dept. HR/Payroll Coord.	I william. Cooks, DDA
10	Consistent and efficient responses to inquiries.	n ameia wioses, Dept. HIV rayron Coord.	Datricio A. Cooks DRA
		<u>L</u>	Patricia A. Cooks, DBA

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		Responsible Person(s) (Name/Title)	
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting each shoots ato	Valanda Thamas Acadamia Advisor	
1	Collecting cash, checks, etc.	Yolanda Thomas, Academic Advisor,	Hiro Ahmad Aget DDA
2	Reconciling cash, checks, etc. to receipts.	Patrica A. Cooks, DBA Patricia A. Cooks, DBA	Hira Ahmed, Asst. DBA
2	Reconcining cash, checks, etc. to receipts.	i duicia A. Cooks, DBA	Hira Ahmed, Asst. DBA
3	Preparing deposits.	Hira Ahmed, Asst DBA	
			Patricia A. Cooks, DBA
4	Preparing Journal Entries.	Hira Ahmed, Asst DBA	
	Verifician describe and describe in the Figure Control	Detricia A. Carles DDA	Patricia A. Cooks, DBA
5	Verifying deposits posted correctly in the Finance System.	Patricia A. Cooks, DBA	Hira Ahmed, Asst. DBA
6	Adequacy of physical safeguards of cash receipts and	Patricia A. Cooks, DBA	Steve Bangerter, Dir. Col. Bus Operations
Ü	equivalent.	runiem 71. Cooks, BB11	Steve Bungerter, Bir. Con Bus Operations
7	Secure deposits via UHDPS to Student Financial Services.	UH DPS	
8	Ensuring deposits are made timely.	Patricia A. Cooks, DBA	
0	English all analysis who had been the sent the second at all Code	Ctore Demonstra Dia Col Des	Steve Bangerter, Dir. Col. Bus Operations
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures	Steve Bangerter, Dir. Col. Bus Operations	
	training.	Operations	Patricia A. Cooks, DBA
10	Updating Cash Handling Procedures as needed.	Steve Bangerter, Dir. Col. Bus	Tatreta 71. Cooks, DD71
10	epatiting cash rationing resonance as needed.	Operations	Patricia A. Cooks, DBA
11	Distribution of Cash Handling Procedures to employees who	Patricia A. Cooks, DBA	
	handle cash.		Steve Bangerter, Dir. Col. Bus Operations
12	Consistent and efficient responses to inquiries.	Patricia A. Cooks, DBA	
DECEMBER	CART		Steve Bangerter, Dir. Col. Bus Operations
PETTY	CASH		
1	Preparing petty cash disbursements.	NA	
	rieparing petty cash disoursements.		
2	Ensuring petty cash disbursements are not for more than \$100.	NA	
3	Ensuring petty cash disbursements are made for only authorized	NA	
4	purposes. Approving petty cash disbursements.	NA	
4	Approving petty cash disoursements.	INA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each	NA	
	disbursement.		
CONTR	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Steve Bangerter, Dir. Col. Bus	
	administration policies/procedures.	Operations	Patricia A. Cooks, DBA
PROPE	RTY MANAGEMENT	0,1111111111111111111111111111111111111	
1	Performing the annual inventory.	David Dawlearn, Lab Maintenance Spvr	
		Mil ID II II G	Michael P. Harold, Chair
2	Ensuring the annual inventory was completed correctly.	Michael P. Harold, Chair	Steve Bangerter, Dir. Col. Bus Operations
3	Tagging equipment.	David Dawlearn, Lab Maintenance Spvr	Steve Bangerter, Dir. Col. Bus Operations
3	ragging equipment.	Bavid Bawlearn, East Maintenance Spvi	Patricia A. Cooks, DBA
4	Approving requests for removal of equipment from campus.	Michael P. Harold, Chair	
			David Dawlearn, Lab Maintenance Spvr.
DISCLO	OSURE FORMS		
1	Danish all analysis of the control of	Michael D. Har. 11 Cl. 1	
1		Michael P. Harold, Chair	Nicolatta Colono Administrativa Acet
2	annual Related Party disclosure statement online. Ensuring all full time, benefits eligible, exempt faculty and staff	Michael P. Harold Chair	Nicolette Solano, Administrative Asst.
2	complete the Consulting disclosure statement online.	iviiciaci F. Haioiu, Cliair	Nicolette Solano, Administrative Asst.
3	Ensuring that all Principal and Co-Principal Investigators	Michael P. Harold, Chair	
•	complete the annual Conflict of Interest disclosure statement for		
	the Division of Research.		Nicolette Solano, Administrative Asst.

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		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
ACCO	UNTS RECEIVABLE		
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Patricia A. Cooks, DBA	Steve Bangerter, Dir. Col. Bus Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Principal Investigators and Directors	Patricia A. Cooks, DBA
DEPA	RTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Michael P. Harold, Chair	Patricia A. Cooks, DBA
2	Ensuring that critical data back up occurs.	ENG, College Information Systems	Patricia A. Cooks, DBA
3	Ensuring that procedures such as password controls are followed.	ENG, College Information Systems	
4	Reporting of suspected security violations.	ENG, College Information Systems	

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