Dean's Office Cullen College of Engineering Baseline Standards FY 2017

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPAI	RTMENTAL POLICIES & PROCEDURES / BASELINE		
STANI	DARDS		
1	Ensuring the Departmental Policy and Procedures manual is	Steve Bangerter,	
	current.	Exec Dir of Busn Ops	Monique Jones, CBA
2	Updating the Baseline Standards Form.	Steve Bangerter,	
		Exec Dir of Busn Ops	Monique Jones, CBA
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Rachell Underwood, ABA	
			Monique Jones, CBA
2	Reviewing cost center verifications.		
		Monique Jones, CBA	Stephen Bangerter
3	Approving cost center verifications.	Steve Bangerter,	
		Exec Dir of Busn Ops	
4	Ensuring all cost centers are verified/approved on a timely basis.	Steve Bangerter,	
		Exec Dir of Busn Ops	Monique Jones, CBA
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.		Steve Bangerter,
		Monique Jones, CBA	Exec Dir of Busn Ops
2	Ensuring the validity of travel and expense reimbursements.	Rachell Underwood, ABA	
			Monique Jones, CBA
3	Ensuring that goods and services are received and that timely payment is made.	Rachell Underwood, ABA	Mariana Laura CDA
4	Ensuring correct account coding on purchases documents.		Monique Jones, CBA Steve Bangerter,
4	Ensuring correct account coding on purchases documents.	Monique Jones, CBA	Exec Dir of Busn Ops
5	Primary contact for inquiries to expenditure transactions.	Steve Bangerter,	Monique Jones, CBA
3	Timaly contact for inquiries to expenditure transactions.	Exec Dir of Busn Ops	Rachell Underwood, ABA
PAYRO	DLL / HUMAN RESOURCES	Exec Dif of Busil Ops	Raciieii Ulidei wood, ABA
1	Ensuring all bi-weekly reported time and leave are approved		
	before the deadlines set by Payroll, so that the correct hours are		Monique Jones, CBA
	recorded and paid on each bi-weekly paycheck.	Rachell Underwood, ABA	Steve Bangerter, Exec Dir of Busn Ops
2	Ensuring all monthly leave is recorded and approved before the	,	Monique Jones, CBA
	deadlines set by Payroll.	Rachell Underwood, ABA	Steve Bangerter, Exec Dir of Busn Ops
3	Reconciling approved reported time and leave (bi-weekly		
	employees) and ePARs (monthly employees) to the trial and final		Monique Jones, CBA
	payroll verification reports.	Rachell Underwood, ABA	Steve Bangerter, Exec Dir of Busn Ops
4	Completing termination clearance procedures.	Monique Jones, CBA	Steve Bangerter,
		-	Exec Dir of Busn Ops
5	Ensuring terminated employees are no longer charged to		Monique Jones, CBA
	departmental cost centers.	Rachell Underwood, ABA	Steve Bangerter, Exec Dir of Busn Ops
6 7	Maintaining departmental Personnel files.	Monique Jones, CBA	
			Rachell Underwood, ABA
	Ensuring valid authorization of new hires.	Monique Jones, CBA	
			Rachell Underwood, ABA
8	Ensuring valid authorization of changes in compensation rates.	Steve Bangerter,	Monique Jones, CBA
		Exec Dir of Busn Ops	
9	Ensuring the accurate input of changes to the HR System.	Monique Jones, CBA	Steve Bangerter,
			Exec Dir of Busn Ops
10	Consistent and efficient responses to inquiries.	Monique Jones, CBA	Steve Bangerter,
			Exec Dir of Busn Ops

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	otion of Responsibility	Primary (Required)	Secondary (Optional)
CASH	HANDLING		
1	Collecting cash, checks, etc.	Admin Asst, Dean's Office	
_			Rachell Underwood, ABA-
			FinanceMonique Jones, CBA
			Steve Bangerter, Exec Dir of Busn Ops
2	Reconciling cash, checks, etc. to receipts.	Admin Asst, Dean's Office	
			Rachell Underwood, ABA-
			FinanceMonique Jones, CBA
- 2	December 1 and 1	Admin And Danil- Office	Steve Bangerter, Exec Dir of Busn Ops
3	Preparing deposits.	Admin Asst, Dean's Office	Rachell Underwood, ABA-
			FinanceMonique Jones, CBA
			Steve Bangerter, Exec Dir of Busn Ops
4	Preparing Journal Entries.		
			Rachell Underwood, ABA-
			FinanceMonique Jones, CBA
		Admin Asst, Dean's Office	Steve Bangerter, Exec Dir of Busn Ops
5	Verifying deposits posted correctly in the Finance System.	Rachell Underwood, Asst DBA-	Monique Jones, CBA
		Finance	Steve Bangerter, Exec Dir of Busn Ops
6	Adequacy of physical safeguards of cash receipts and equivalent.	Rachell Underwood, Asst Busn	Monique Jones, CBA
		Admin	
7	Secure deposits via UHDPS to Student Financial Services.	Rachell Underwood, Asst Busn	
0	Enguing densits are made time!	Admin	Dookell Hadamus J. A. of Door A. J. S.
8	Ensuring deposits are made timely.	Admin And Danile Office	Rachell Underwood, Asst Busn Admin
9	Ensuring all employees who handle cash have completed Cash	Admin Asst, Dean's Office Monique Jones, CBA	Monique Jones, CBA Steve Bangerter,
9	Security Procedures or Cash Deposit and Security Procedures	Monique Jones, CBA	Exec Dir of Busn Ops
	training.		Exec Dif of Busil Ops
10	Updating Cash Handling Procedures as needed.	Monique Jones, CBA	Steve Bangerter,
10	pouring cush ramaning risecutios as necuca.	Troinque voiles, CETT	Exec Dir of Busn Ops
11	Distribution of Cash Handling Procedures to employees who	Monique Jones, CBA	Steve Bangerter,
	handle cash.	1	Exec Dir of Busn Ops
12	Consistent and efficient responses to inquiries.	Monique Jones, CBA	Rachell Underwood, Asst Busn Admin
			Steve Bangerter,
PETTY	CASH		
- 1	December 1 distance 1	NT/A	
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
	Ensuring petry easir disoursements are not for more than \$100.	TV/T	
3	Ensuring petty cash disbursements are made for only authorized	N/A	
	purposes.		
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
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CONTI	RACT ADMINISTRATION		
1	Enough a denominantal management and the second	Ctorre Domonator	+
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Steve Bangerter, Exec Dir of Busn Ops	Monique Iones CP A
PR∩PE	RTY MANAGEMENT	LACC DII OI DUSII OPS	Monique Jones, CBA
LKOFE	IXI I IMMAQUIVILINI		
1	Performing the annual inventory.	Rachell Underwood, Asst Busn	Arturo Padilla, Info Svcs Mgr 2
•	g are amount milesty.	Admin	T dallia, 111-0 5 705 171gi 2
2	Ensuring the annual inventory was completed correctly.	Steve Bangerter,	Monique Jones, CBA
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3	Tagging equipment.	Rachell Underwood, Asst Busn	Arturo Padilla, Info Svcs Mgr 2
		Admin	
4	Approving requests for removal of equipment from campus.	Steve Bangerter,	Monique Jones, CBA
		Exec Dir of Busn Ops	
DISCL	OSURE FORMS		
L	In the second second	la P	la de la companya de
1	Ensuring all employees with purchasing influence complete the	Steve Bangerter,	Monique Jones, CBA
-	annual Related Party disclosure statement online.	Exec Dir of Busn Ops	Maniana Ianaa CDA
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Steve Bangerter,	Monique Jones, CBA
3	complete the Consulting disclosure statement online. Ensuring that all Principal and Co-Principal Investigators	Exec Dir of Busn Ops Steve Bangerter,	Monique Jones, CBA
د	complete the annual Conflict of Interest disclosure statement for	Exec Dir of Busn Ops	Monique Jones, CBA
	the Division of Research.	Lace Dit of Busil Ops	
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Description of Responsibility		Primary (Required)	Secondary (Optional)
ACCO	UNTS RECEIVABLE		
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Steve Bangerter, Exec Dir of Busn Ops	Monique Jones, CBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Rachell Underwood, ABA	Monique Jones, CBA Steve Bangerter, Exec Dir of Busn Ops
DEPAI	RTMENTAL COMPUTING	racieir ciacrwood, 11511	Steve Bungerer, Exce Bit of Busin ops
1	Management of the departments' information technology resources.	Kiet Luong/Director, IT Svcs	Eric Stern, Mgr Info Svcs 2
2	Ensuring that critical data back up occurs.	Kiet Luong/Director, IT Svcs	Eric Stern, Mgr Info Svcs 2
3	Ensuring that procedures such as password controls are followed.	Kiet Luong/Director, IT Svcs	Eric Stern, Mgr Info Svcs 2
4	Reporting of suspected security violations.	Kiet Luong/Director, IT Svcs	Eric Stern, Mgr Info Svcs 2

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