Petroleum Engineering Baseline Standards FY 2017

			rson(s) (Name/Title)
	ption of Responsibility	Primary (Required)	Secondary (Optional)
DEPA	RTMENTAL POLICIES & PROCEDURES / BASELINE		
STAN	DARDS		
1	Ensuring the Departmental Policy and Procedures manual is		
	current.	Charkethia Mimms/DBA	
2	Updating the Baseline Standards Form.		
		Charkethia Mimms/DBA	
FINAN	ICIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.		
		Charkethia Mimms/DBA	
2	Reviewing cost center verifications.		
	C C	Mohamed Soliman , Chair or PI	
3	Approving cost center verifications.		
		Mohamed Soliman, Chair or PI	
4	Ensuring all cost centers are verified/approved on a timely basis.	,	
		Charkethia Mimms/DBA	
FINAN	ICIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.		
		Charkethia Mimms/DBA	Mohamed Soliman/ Chair
2	Ensuring the validity of travel and expense reimbursements.	Shannae Mathis/Fin. Coordinator	
2	Ensuring the variaty of the of and enpense remiculations.	1	Charkethia Mimms/DBA
3	Ensuring that goods and services are received and that timely	Shannae Mathis/Fin. Coordinator	
5	payment is made.	1	Charkethia Mimms/DBA
4	Ensuring correct account coding on purchases documents.	Shannae Mathis/Fin. Coordinator	
4	Ensuring correct account county on parenases accuments.	1	Charkethia Mimms/DBA
5	Primary contact for inquiries to expenditure transactions.		
5	Timaly contact for inquiries to expenditure transactions.	Charkethia Mimms/DBA	Shannae Mathis/Fin. Coordinator 1
PAYR	OLL / HUMAN RESOURCES		
1	Ensuring all bi-weekly reported time and leave are approved		
-	before the deadlines set by Payroll, so that the correct hours are		
	recorded and paid on each bi-weekly paycheck.	Charkethia Mimms/DBA	Mohamed Soliman, Chair or PI
2	Ensuring all monthly leave is recorded and approved before the	Charketina Mininis/DBA	Monamed Somman, Chan of FI
2	deadlines set by Payroll.	Charkethia Mimms/DBA	Mohamed Soliman, Chair or PI
3	Reconciling approved reported time and leave (bi-weekly	Charketina Mininis/DBA	Monamed Somman, Chan of FI
3	employees) and ePARs (monthly employees) to the trial and		
	final payroll verification reports.	Charkethia Mimms/DBA	
4	Completing termination clearance procedures.	Rosemary Smith/Office	
4	completing termination clearance procedures.	Supervisor	Charkethia Mimms/DBA
5	Ensuring terminated employees are no longer charged to	Supervisor	
3		Charkethia Mimms/DBA	
6	departmental cost centers. Maintaining departmental Personnel files.		
0	mannanning departmental reisonnei mes.	Charkethia Mimms/DBA	
7	Ensuring valid authorization of new hires		
/	Ensuring valid authorization of new hires.	Charkethia Mimme/DP A	Posemary Smith/Office Supervises
0	Enquire valid outhorization of the section in the section of the s	Charkethia Mimms/DBA	Rosemary Smith/ Office Supervisor
8	Ensuring valid authorization of changes in compensation rates.	Charlesthia Minner (DDA	Decement Smith / Office Server
	Encoder the encoder in most of all the state of the two states of the st	Charkethia Mimms/DBA	Rosemary Smith/ Office Supervisor
9	Ensuring the accurate input of changes to the HR System.	Charles this Minus (DD)	December Swith (OCC S
10		Charkethia Mimms/DBA	Rosemary Smith/ Office Supervisor
10	Consistent and efficient responses to inquiries.		
		Charkethia Mimms/DBA	

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			rson(s) (Name/Title)
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
CASH	HANDLING		
1	Collecting cash, checks, etc.		
1	concerning easil, enceks, etc.	Dean's Office	
2	Reconciling cash, checks, etc. to receipts.		
		Dean's Office	
3	Preparing deposits.		
		Dean's Office	
4	Preparing Journal Entries.	Shannae Mathis/Fin. Coordinator	
5	Maifeire descrite sectod como de inde Discuss Contest	1	Charkethia Mimms/DBA
5	Verifying deposits posted correctly in the Finance System.	Charkethia Mimms/DBA	Shannae Mathis/Fin. Coordinator 1
6	Adequacy of physical safeguards of cash receipts and		Shannae Wauns/Thi. Coordinator 1
0	equivalent.	Dean's Office	
7	Secure deposits via UHDPS to Student Financial Services.		
	*	Dean's Office	
8	Ensuring deposits are made timely.		
		Dean's Office	
9	Ensuring all employees who handle cash have completed Cash		
	Security Procedures or Cash Deposit and Security Procedures	Steve Bangerter,	Chadadhia MC (DD)
10	training. Undering Cosh Handling Procedures of needed	Exec Dir of Busn Ops	Charkethia Mimms/DBA
10	Updating Cash Handling Procedures as needed.	Steve Bangerter, Exec Dir of Busn Ops	Charkethia Mimms/DBA
11	Distribution of Cash Handling Procedures to employees who	EACE DIE OF BUSIT OPS	
11	handle cash.	Charkethia Mimms/DBA	
12	Consistent and efficient responses to inquiries.	Shannae Mathis/Fin. Coordinator	
	Consistent and efficient responses to inquinesi	1	Charkethia Mimms/DBA
PETTY	CASH		
1	Preparing petty cash disbursements.		
		N/A	
2	Ensuring petty cash disbursements are not for more than \$100.		
		N/A	
3	Ensuring petty cash disbursements are made for only authorized	NT/A	
4	purposes. Approving petty cash disbursements.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.		
U	representation percepteration rande times y .	N/A	
6	Ensuring the petty cash fund is balanced after each	1	
	disbursement.	N/A	
CONTE	RACT ADMINISTRATION		
	1		
1	Ensuring departmental personnel comply with contract		
DDODO	administration policies/procedures.	Charkethia Mimms/DBA	Rosemary Smith/ Office Supervisor
ркоре	RTY MANAGEMENT		
1	Performing the annual inventory.		
1	i chommig the annual inventory.	Charkethia Mimms/DBA	
2	Ensuring the annual inventory was completed correctly.		1
-	us and a monory was completed correctly.	Charkethia Mimms/DBA	
3	Tagging equipment.		
		Charkethia Mimms/DBA	
4	Approving requests for removal of equipment from campus.	Charkethia Mimms/DBA-staff	
		Mohamed Soliman/Chair-faculty	
DISCL	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the	Charkethia Mimms/DBA-staff	
	annual Related Party disclosure statement online.	Mohamed Soliman/Chair-faculty Charkethia Mimms/DBA-staff	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Mohamed Soliman/Chair-faculty	
3	Ensuring that all Principal and Co-Principal Investigators	Monameu Sonman/Chair-racuity	
5	complete the annual Conflict of Interest disclosure statement for		
	the Division of Research.	Charkethia Mimms/DBA	Rosemary Smith/ Office Supervisor
	the Division of Research.		Sinui Sinui Sine Supervisor

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		Responsible Person(s) (Name/Title)	
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.	Charkethia Mimms/DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Charkethia Mimms/DBA	
DEPA	RTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Kiet Luong/IT College Manager	Eric Stern, USS3
2	Ensuring that critical data back up occurs.	Kiet Luong/IT College Manager	Eric Stern, USS3
3	Ensuring that procedures such as password controls are followed.	Kiet Luong/IT College Manager	Eric Stern, USS3
4	Reporting of suspected security violations.	Kiet Luong/IT College Manager	Eric Stern, USS3