Biomedical Engineering-H0071 Baseline Standards FY 2019

			son(s) (Name/Title)
	tion of Responsibility	Primary (Required)	Secondary (Optional)
	TMENTAL POLICIES & PROCEDURES / BASELINE		
STAND			
1	Ensuring the Departmental Policy and Procedures manual is	My-Dung Lieu, Department Business	
_	current.	Administrator	
2	Updating the Baseline Standards Form.	My-Dung Lieu, Department Business	
FINIANI	CIAL DEDODERIG. COOR CENTED VEDICICATIONS	Administrator	
FINANG	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Allison Nguyen, Student worker Hanny	My-Dung Lieu, Department Business
1	repaining cost center verifications.	Ngo, Student Worker	Administrator
2	Reviewing cost center verifications.	My-Dung Lieu, Department Business	Administrator
_	reviewing cost center verifications.	Administrator	David Nguyen- Financial Coordinator
3	Approving cost center verifications.	Principal Investigators	Metin Akay, Dept Chair/ Asst Chair/ DBA
			, , , , , , , , , , , , , , , , , , ,
4	Ensuring all cost centers are verified/approved on a timely	Alyssa Perez, Office Assistant	My-Dung, Department Business
	basis.		Administrator
FINANO	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Ting Chen, Lab Supervisor	My-Dung Lieu, Department Business
			Administrator
2	Ensuring the validity of travel and expense reimbursements.	Katelyn Finnegan, Program Coordinator	My-Dung Lieu, Department Business
_			Administrator
3	Ensuring that goods and services are received and that timely	Ting Chen, Lab Supervisor	My-Dung Lieu, Department Business
4	payment is made.	K (L E) D	Administrator
4	Ensuring correct account coding on purchases documents.	Katelyn Finnegan - Program	My-Dung Lieu, Department Business
5	Daimany contact for inquiries to aymenditure transcations	Coordinator, David Nguyen Financial	Administrator
5	Primary contact for inquiries to expenditure transactions.	Katelyn Finnegan - Program Coordinator	My-Dung Lieu, Department Business Administrator
PAYRO	LL / HUMAN RESOURCES	Coordinator	Administrator
MIKO	EL/ HOMAN RESOURCES		
1	Ensuring all bi-weekly reported time and leave are approved		My-Dung Lieu, Department Business
_	before the deadlines set by Payroll, so that the correct hours are	Time Approvers, David	Administrator
	recorded and paid on each bi-weekly paycheck.	Nguyen - Financial Coordinator	
2	Ensuring all monthly leave is recorded and approved before the	11guyen 1 manetar coordinator	My-Dung Lieu, Department Business
_	deadlines set by Payroll.	David Nguyen- Financial Coordinator	Administrator
3	Reconciling approved reported time and leave (bi-weekly		My-Dung Lieu, Department Business
	employees) and ePARs (monthly employees) to the trial and		Administrator
	final payroll verification reports.	David Nguyen- Financial Coordinator	
4	Completing termination clearance procedures.		My-Dung Lieu, Department Business
		David Nguyen- Financial Coordinator	Administrator
5	Ensuring terminated employees are no longer charged to		My-Dung Lieu, Department Business
	departmental cost centers.	David Nguyen- Financial Coordinator	Administrator
6	Maintaining departmental Personnel files.		My-Dung Lieu, Department Business
		David Nguyen- Financial Coordinator	Administrator
7	Ensuring valid authorization of new hires.	B .1M B1G	My-Dung Lieu, Department Business
8	English will with wind in a fill	David Nguyen- Financial Coordinator	Administrator
	Ensuring valid authorization of changes in compensation rates.	David Nauvan Einansial Caardin-t-	My-Dung Lieu, Department Business
9	Ensuring the accurate input of changes to the HR System.	David Nguyen- Financial Coordinator	Administrator My-Dung Lieu, Department Business
9	Ensuring the accurate input of changes to the fix system.	David Nguyen- Financial Coordinator	Administrator
10	Consistent and efficient responses to inquiries.	David (vguyon- Pinanciai Coordinator	My-Dung Lieu, Department Business
	consistent and efficient responses to inquifies.	David Nguyen- Financial Coordinator	Administrator
CASH F	HANDLING	Zarra rigujon i manerar coordinator	z Karimiisu ator
J. 1311 1			
1	Collecting cash, checks, etc.	David Nguyen- Financial Coordinator,	My-Dung Lieu, Department Business
	, , , ,	Alyssa Perez Office Assistant	Administrator

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	Responsible Person(s) (Name/Title)		
ntion of Responsibility			
Reconciling cash, checks, etc. to receipts.		My-Dung Lieu, Department Business	
<i>y</i> ,	Alyssa Perez Office Assistant	Administrator	
Preparing deposits.			
	Deans Office		
Preparing Journal Entries.		My-Dung Lieu, Department Business	
	David Nguyen- Financial Coordinator	Administrator	
Verifying deposits posted correctly in the Finance System.		My-Dung Lieu, Department Business	
	David Nguyen- Financial Coordinator	Administrator	
Secure deposits via UHDPS to Student Financial Services.	Deans Office		
Encuring denocity are made timely	David Nouven- Financial Coordinator	My-Dung Lieu, Department Business	
Ensuring deposits are made timery.	- ·	Administrator	
Ensuring all employees who handle cash have completed Cash		7 CHIMINST CLOT	
1	1 Killimistrator	Stephen Bangerter, Exec Director of Busine	
		1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
	Stephen Bangerter, Exec Director of Busi	iness Operations	
Distribution of Cash Handling Procedures to employees who	My-Dung Lieu, Department Business		
handle cash.	Administrator		
Consistent and efficient responses to inquiries.	My-Dung Lieu, Department Business		
	Administrator		
CASH			
Preparing petty cash disbursements.	N/A		
Ensuring petty cash disbursements are not for more than \$100.	N/A		
	N/A		
	NT/A		
Approving petty cash disoursements.	IN/A		
Replenishing the petty cash fund timely.	N/A		
Ensuring the petty cash fund is balanced after each	N/A		
disbursement.			
ACT ADMINISTRATION			
Ensuring departmental personnel comply with contract	Katelyn Finnegan, Program Coordinator	My-Dung Lieu, Department Business	
		Administrator	
Performing the annual inventory.	Nicholas Plosko, Electronic Tech	My-Dung Lieu, Department Business	
Engine the annual inventors were asset deal asset	Nicholas Diostro Electronic Tech	Administrator	
Ensuring the annual inventory was completed correctly.	INICHOIAS PIOSKO, Electronic Tech	My-Dung Lieu, Department Business Administrator	
Tagging equipment.	Nicholas Plosko, Electronic Tech	My-Dung Lieu, Department Business	
ragging equipment.	i '	Administrator	
Tugging equipment.		Aummstrator	
Approving requests for removal of equipment from campus.	Nicholas Plosko, Electronic Tech	My-Dung Lieu, Department Business	
	Nicholas Plosko, Electronic Tech		
Approving requests for removal of equipment from campus.		My-Dung Lieu, Department Business	
	Preparing Journal Entries. Verifying deposits posted correctly in the Finance System. Adequacy of physical safeguards of cash receipts and equivalent. Secure deposits via UHDPS to Student Financial Services. Ensuring deposits are made timely. Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash. Consistent and efficient responses to inquiries. CASH Preparing petty cash disbursements. Ensuring petty cash disbursements are not for more than \$100. Ensuring petty cash disbursements are made for only authorized purposes. Approving petty cash disbursements. Replenishing the petty cash fund timely. Ensuring the petty cash fund is balanced after each	Reconciling cash, checks, etc. to receipts. Preparing deposits. Preparing Journal Entries. Preparing Journal Entries. Preparing Journal Entries. David Nguyen- Financial Coordinator Adequacy of physical safeguards of cash receipts and Equivalent. David Nguyen- Financial Coordinator David Nguyen- Financial Coordinator My-Dung Lieu, Department Business Deans Office David Nguyen- Financial Coordinator My-Dung Lieu, Department Business Administrator David Nguyen- Financial Coordinator My-Dung Lieu, Department Business Administrator David Nguyen- Financial Coordinator My-Dung Lieu, Department Business Administrator David Nguyen- Financial Coordinator My-Dung Lieu, Department Business Administrator Stephen Bangerter, Exec Director of Bus My-Dung Lieu, Department Business Administrator My-Dung Lieu, Department Business	

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		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
2	Ensuring all full time, benefits eligible, exempt faculty and staff	My-Dung Lieu, Department Business	
	complete the Consulting disclosure statement online.	Administrator	
3	Ensuring that all Principal and Co-Principal Investigators	Ting Chen, Lab Supervisor	My-Dung Lieu, Department Business
	complete the annual Conflict of Interest disclosure statement		Administrator
	for the Division of Research.		
.CCO	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.	My-Dung Lieu, Department Business Administrator	Stephen Bangerter, Exec Director of Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Principal Investigators	My-Dung Lieu, Department Business Administrator
EPAI	RTMENTAL COMPUTING		Administrator
1	Management of the departments' information technology	Nicholas Plosko, Electronic Tech	Kiet Luong, Mgr, Coll/Div Info Svcs
	resources.	N. I. I. D. I. El	W. J. M. G. II.D. J. C.
2	Ensuring that critical data back up occurs.	Nicholas Plosko, Electronic Tech	Kiet Luong, Mgr, Coll/Div Info Svcs
3	Ensuring that procedures such as password controls are followed.	Nicholas Plosko, Electronic Tech	Kiet Luong, Mgr, Coll/Div Info Svcs
4	Reporting of suspected security violations.	Nicholas Plosko, Electronic Tech	Kiet Luong, Mgr, Coll/Div Info Svcs

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