

CHEMICAL AND BIOMOLECUL ENGINEERING-H0067
Baseline Standards
FY 2019

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Thang Phan, DBA	Hira Ahmed, Asst. DBA
2	Updating the Baseline Standards Form.	Thang Phan, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Hira Ahmed, Asst. DBA	Thang Phan, DBA
2	Reviewing cost center verifications.	Thang Phan, DBA	Hira Ahmed, Asst. DBA
3	Approving cost center verifications.	M. Harold, Chair, Principal Investigators and Directors	Thang Phan, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Thang Phan, DBA	Hira Ahmed, Asst. DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Hira Ahmed, Asst. DBA	Thang Phan, DBA
2	Ensuring the validity of travel and expense reimbursements.	Nicolette Solano, Administrative Asst; Hira Ahmed, Asst. DBA	Thang Phan, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Hira Ahmed, Asst. DBA	Thang Phan, DBA
4	Ensuring correct account coding on purchases documents.	Hira Ahmed, Asst. DBA	Thang Phan, DBA
5	Primary contact for inquiries to expenditure transactions.	Hira Ahmed, Asst. DBA	Thang Phan, DBA
PAYROLL / 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.	Tiffany McBride, Dept. HR/Payroll Coord. 2	Thang Phan, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Tiffany McBride, Dept. HR/Payroll Coord. 2	Thang Phan, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Tiffany McBride, Dept. HR/Payroll Coord. 2	Thang Phan, DBA
4	Completing termination clearance procedures.	Tiffany McBride, Dept. HR/Payroll Coord. 2	Thang Phan, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Thang Phan, DBA	Tiffany McBride, Dept. HR/Payroll Coord. 2
6	Maintaining departmental Personnel files.	Thang Phan, DBA	Tiffany McBride, Dept. HR/Payroll Coord. 2
7	Ensuring valid authorization of new hires.	Thang Phan, DBA	Tiffany McBride, Dept. HR/Payroll Coord. 2
8	Ensuring valid authorization of changes in compensation rates.	Thang Phan, DBA	Tiffany McBride, Dept. HR/Payroll Coord. 2
9	Ensuring the accurate input of changes to the HR System.	Thang Phan, DBA	Tiffany McBride, Dept. HR/Payroll Coord. 2
10	Consistent and efficient responses to inquiries.	Thang Phan, DBA	Tiffany McBride, Dept. HR/Payroll Coord. 2
CASH HANDLING			
1	Collecting cash, checks, etc.	Yolanda Thomas, Academic Advisor, Thang Phan, DBA Hira Ahmed, Asst. DBA	Thang Phan, DBA
2	Reconciling cash, checks, etc. to receipts.	Thang Phan, DBA	Hira Ahmed, Asst. DBA

CHEMICAL AND BIOMOLECUL ENGINEERING-H0067
Baseline Standards
FY 2019

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
3	Preparing deposits.	Dean's Office	
4	Preparing Journal Entries.	Hira Ahmed, Asst. DBA	Thang Phan, DBA
5	Verifying deposits posted correctly in the Finance System.	Thang Phan, DBA	Hira Ahmed, Asst. DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Thang Phan, DBA	Hira Ahmed, Asst. DBA
7	Secure deposits via UHDPS to Student Financial Services.	Dean's Office	
8	Ensuring deposits are made timely.	Thang Phan, DBA	Hira Ahmed, Asst. DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Thang Phan, DBA	Dean's Office
10	Updating Cash Handling Procedures as needed.	Steve Bangerter, Dir. Col. Bus Operations	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Thang Phan, DBA	Hira Ahmed, Asst. DBA
12	Consistent and efficient responses to inquiries.	Thang Phan, DBA	Hira Ahmed, Asst. DBA
PETTY CASH			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than \$100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Nicolette Solano, Administrative Asst; Hira Ahmed, Asst. DBA	Thang Phan, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	David Dawlearn, Lab Maintenance Spvr	Thang Phan, DBA
2	Ensuring the annual inventory was completed correctly.	Michael P. Harold, Chair	Thang Phan, DBA
3	Tagging equipment.	David Dawlearn, Lab Maintenance Spvr	Thang Phan, DBA
4	Approving requests for removal of equipment from campus.	Michael P. Harold, Chair	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Thang Phan, DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Thang Phan, DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Michael P. Harold, Chair	Thang Phan, DBA

CHEMICAL AND BIOMOLECUL ENGINEERING-H0067
Baseline Standards
FY 2019

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
ACCOUNTS 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	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Thang Phan, DBA	Hira Ahmed, Asst. DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Thang Phan, DBA	Hira Ahmed, Asst. DBA
DEPARTMENTAL COMPUTING			17-Aug-18
1	Management of the departments' information technology resources.	Michael P. Harold, Chair	Thang Phan, DBA
2	Ensuring that critical data back up occurs.	ENG, College Information Systems	
3	Ensuring that procedures such as password controls are followed.	ENG, College Information Systems	
4	Reporting of suspected security violations.	ENG, College Information Systems	