

Access Services
Baseline Standards FY14

Circulation

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS		N/A	
1	Ensuring the Departmental Policy and Procedures manual is current.	N/A	
2	Updating the Baseline Standards Form.	N/A	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS		N/A	
1	Preparing cost center verifications.	N/A	
2	Reviewing cost center verifications.	N/A	
3	Approving cost center verifications.	N/A	
4	Ensuring all cost centers are verified/approved on a timely basis.	N/A	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		N/A	
1	Ensuring valid authorization of purchase documents.	N/A	
2	Ensuring the validity of travel and expense reimbursements.	N/A	
3	Ensuring that goods and services are received and that timely payment is made.	N/A	
4	Ensuring correct account coding on purchases documents.	N/A	
5	Primary contact for inquiries to expenditure transactions.	N/A	
PAYROLL / HUMAN RESOURCES		N/A	
1	Reconciling leave records to time and effort reports.	N/A	
2	Reconciling leave accruals to the payroll system.	N/A	
3	Ensuring all time and effort reports are submitted to Payroll.	N/A	
4	Reconciling time and effort reports to check registers.	N/A	

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5	Completing termination clearance procedures.	N/A	
6	Ensuring terminated employees are no longer charged to departmental cost centers.	N/A	
7	Paycheck distribution.	N/A	
8	Maintaining departmental Personnel files	N/A	
9	Ensuring valid authorization of new hires.	N/A	
10	Ensuring valid authorization of changes in compensation rates.	N/A	
11	Ensuring the accurate input of changes to the payroll system.	N/A	
12	Propriety of leave account classification on time records.	N/A	
13	Consistent and efficient responses to inquiries.	N/A	
CASH HANDLING		N/A	
1	Collecting cash, checks, etc.	certain staff per Cash handling list	
2	Reconciling cash, checks, etc. to receipts.	Chris Galloway, Susan Ryan	Yolanda Rodriguez
3	Preparing deposits.	Chris Galloway, Susan Ryan	Yolanda Rodriguez
4	Preparing Journal Entries.	Chris Galloway, Susan Ryan	Yolanda Rodriguez
5	Verifying deposits to the financial system.	Mark Cooper	
6	Adequacy of physical safeguards.	Mark Cooper	
7	Transporting deposits to Student Financial Services.	Police	
8	Ensuring deposits are made timely.	Chris Galloway	Yolanda Rodriguez
9	Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees	Mark Cooper	
10	Updating Cash Handling Procedures as needed.	Mark Cooper	
11	Consistent and efficient responses to inquiries.	Chris Galloway, Susan Ryan	Yolanda Rodriguez

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PETTY CASH		N/A	
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 purposes.	N/A	
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	
LONG DISTANCE / CELL PHONE CHARGES		N/A	
1	Forwarding employees long distance and cell phone charge reports.	N/A	
2	Ensuring employees review their long distance and/or cell phone charge reports.	N/A	
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	N/A	
CONTRACT ADMINISTRATION		N/A	
1	Ensuring departmental personnel comply with contract administration policies/procedures.	N/A	
PROPERTY MANAGEMENT		N/A	
1	Performing the annual inventory.	N/A	
2	Ensuring the annual inventory was completed correctly.	N/A	
3	Tagging equipment.	N/A	
4	Approving requests for removal of equipment from campus.	N/A	
DISCLOSURE FORMS		N/A	
1	Ensuring all employees with purchasing influence complete a Related Party disclosure statement	N/A	
2	Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	N/A	

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3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement	N/A	
ACCOUNTS RECEIVABLE		N/A	
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	
NEGATIVE BALANCES		N/A	
1	Ensuring that all fund groups have positive fund equity at year-end.	N/A	
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING		N/A	
1	Management of the departments' information technology resources.	N/A	
2	Ensuring that critical data back up occurs.	N/A	
3	Ensuring that procedures such as password controls are followed.	N/A	
4	Reporting of suspected security violations.	N/A	