

Animal Care Operations  
Baseline Standards  
FY 2015

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Felicia Bentley, DBA	Amanda Zeno, Financial Coordinator
2	Updating the Baseline Standards Form.	Felicia Bentley, DBA	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Amanda Zeno, Financial Coordinator	Laquita Franciour, Office Coordinator
2	Reviewing cost center verifications.	Felicia Bentley, DBA	Dr. David W. Brammer, Exec. Director
3	Approving cost center verifications.	Dr. David W. Brammer, Exec. Director	Felicia Bentley, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Amanda Zeno, Financial Coordinator	Felicia Bentley, DBA
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Laquita Franciour, Office Coordinator	Felicia Bentley, DBA
2	Ensuring the validity of travel and expense reimbursements.	Amanda Zeno, Financial Coordinator	Felicia Bentley, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
4	Ensuring correct account coding on purchases documents.	Laquita Franciour, Office Coordinator	Felicia Bentley, DBA
5	Primary contact for inquiries to expenditure transactions.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
<b>PAYROLL / HUMAN RESOURCES</b>			
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.	Felicia Bentley, DBA	
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll	Felicia Bentley, DBA	
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Felicia Bentley, DBA	
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Felicia Bentley, DBA	
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Felicia Bentley, DBA	Amanda Zeno, Financial Coordinator
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Amanda Zeno, Financial Coordinator	Felicia Bentley, DBA
8	Maintaining departmental personnel files.	Felicia Bentley, DBA	Dr. David W. Brammer, Exec. Director
9	Consistent and efficient responses to inquiries.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
10	Hire ePAR's should be processed at least 1 week prior to start date.	Felicia Bentley, DBA	Amanda Zeno, Financial Coordinator
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Felicia Bentley, DBA	
		<b>Responsible Person(s) (Name/Title)</b>	
<b>Description of Responsibility</b>		<b>Primary (Required)</b>	<b>Secondary (Optional)</b>
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
2	Reconciling cash, checks, etc. to receipts.	Amanda Zeno, Financial Coordinator	Laquita Franciour, Office Coordinator
3	Preparing deposits.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
4	Preparing Journal Entries.	Amanda Zeno, Financial Coordinator	Laquita Franciour, Office Coordinator
5	Verifying deposits posted correctly in the Finance System.	Amanda Zeno, Financial Coordinator	Felicia Bentley, DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Dr. David W. Brammer, Exec. Director	Felicia Bentley, DBA
7	Secure deposits via UHDPS to Student Financial Services.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
8	Ensuring deposits are made timely.	Laquita Franciour, Office Coordinator	Amanda Zeno, Financial Coordinator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Felicia Bentley, DBA	

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10	Updating Cash Handling Procedures as needed.	Felicia Bentley, DBA	
		11	Felicia Bentley, DBA
12	Consistent and efficient responses to inquiries.	Amanda Zeno, Financial Coordinator	
<b>PETTY CASH</b>			
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	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Felicia Bentley, DBA	
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Charles Sikes, Asst Director	
2	Ensuring the annual inventory was completed correctly.	Charles Sikes, Asst Director	
		3	Charles Sikes, Asst Director
4	Approving requests for removal of equipment from campus.	Charles Sikes, Asst Director	
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Felicia Bentley, DBA	
		2	Felicia Bentley, DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	
		<b>Responsible Person(s) (Name/Title)</b>	
<b>Description of Responsibility</b>		<b>Primary (Required)</b>	<b>Secondary (Optional)</b>
<b>ACCOUNTS RECEIVABLE</b>			
1	Extending of credit.	NA	
2	Billing.	Amanda Zeno, Financial Coordinator	Laquita Franciour, Office Coordinator
		3	Amanda Zeno, Financial Coordinator
4	Recording.	Amanda Zeno, Financial Coordinator	Laquita Franciour, Office Coordinator
5	Monitoring credit extended.	NA	NA
		6	NA
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Felicia Bentley, DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Tim Schlicher, LAN Administrator Research Information Center	
2	Ensuring that critical data back up occurs.	Tim Schlicher, LAN Administrator Research Information Center	
3	Ensuring that procedures such as password controls are followed.	Tim Schlicher, LAN Administrator Research Information Center	
4	Reporting of suspected security violations.	Tim Schlicher, LAN Administrator Research Information Center	