## GCSW OCP Baseline Standards FY 2017

Description of Responsibility   Primary (Required)   Secondary (Optional)			Responsible Person(s) (Name/Title)	
DEPARTMENTAL FOLICIES & PROCEDURES / BASELINE STANDARDS  I Ensuring the Departmental Policy and Procedures manual is current.  Updating the Baseline Standards Form.  Viplating the Baseline Standards Form.  Marsha Christ, College Business, Administrator  Viplating the Baseline Standards Form.  Marsha Christ, College Business, Administrator  Marsha Christ, CBA  Marsha Christ, CBA  Marsha Christ, CBA  Luis Torres, Professor  Juis Torres, Professor  Marsha Christ, CBA  Marsha Christ, CBA  Financial Conditions  Viplanda Williams, Asst Business, Administrator  Marsha Christ, CBA  M	Descrip	tion of Responsibility		
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Preparing cost center verifications.	2	Updating the Baseline Standards Form.		
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departmental cost centers.  Administrator  Yolanda Williams, Asst Business Administrator  Hire ePAR's should be processed at least 1 week prior to start date.  Yolanda Williams, Asst Business Administrator  Yolanda Williams, Asst Business Administrator  Yolanda Williams, Asst Business Administrator  Warsha Christ, CBA  Marsha Christ, CBA	7			
Yolanda Williams, Asst Business Administrator   Sheila Lindsay, Financial Coordinator 1	, ,			Marsha Christ, CBA
Maintaining departmental personnel files.  Administrator  Yolanda Williams, Asst Business Administrator  Marsha Christ, CBA	8			gr 17 T 1 T 1 T 1 T 1 T 1 T 1 T 1 T 1 T 1
9 Consistent and efficient responses to inquiries.  10 Hire ePAR's should be processed at least 1 week prior to start date.  11 Ensure all security access requests and training courses are  Yolanda Williams, Asst Business Administrator  Yolanda Williams, Asst Business Administrator  Marsha Christ, CBA  Marsha Christ, CBA		Maintaining departmental personnel files.	*	Sheila Lindsay, Financial Coordinator 1
Consistent and efficient responses to inquiries.  Administrator  Hire ePAR's should be processed at least 1 week prior to start date.  Yolanda Williams, Asst Business Administrator  To Ensure all security access requests and training courses are  Marsha Christ, CBA  Marsha Christ, CBA	9			Marsha Christ CDA
date. Administrator Marsna Christ, CBA  11 Ensure all security access requests and training courses are Marsha Christ, CBA		Consistent and efficient responses to inquiries.		Marsna Christ, CBA
date. Administrator Marsha Christ, CBA  11 Ensure all security access requests and training courses are Marsha Christ, CBA	10	Hire ePAR's should be processed at least 1 week prior to start	Yolanda Williams, Asst Business	Marsha Christ CDA
I Marsha Christ CBA				IVIAISIIA CIIFISI, CDA
completed 48 hours prior to necessary access changes.	11	Ensure all security access requests and training courses are	Marsha Christ CRA	
		completed 48 hours prior to necessary access changes.	maisia Ciirist, CDA	

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## GCSW OCP Baseline Standards FY 2017

		Responsible P	erson(s) (Name/Title)
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)
CASH	HANDLING		
	Taran a sa s		
1	Collecting cash, checks, etc.	Sonia Ewing, Executive	
		Administrative Assistant	
2	Reconciling cash, checks, etc. to receipts.	Sheila Lindsay, Financial	Yolanda Williams, Asst Business
		Coordinator 1	Administrator
3	Preparing deposits.	Sheila Lindsay, Financial	Yolanda Williams, Asst Business
		Coordinator 1	Administrator
4	Preparing Journal Entries.	Sheila Lindsay, Financial	Yolanda Williams, Asst Business
		Coordinator 1	Administrator
5	Verifying deposits posted correctly in the Finance System.	Yolanda Williams, Asst Business	Marsha Christ, CBA
<del></del>		Administrator	,
6	Adequacy of physical safeguards of cash receipts and	Marsha Christ, CBA	Yolanda Williams, Asst Business
	equivalent.		Administrator
7	Secure deposits via UHDPS to Student Financial Services.	Yolanda Williams, Asst Business	Marsha Christ, CBA
		Administrator	
8	Ensuring deposits are made timely.	Yolanda Williams, Asst Business	Marsha Christ, CBA
		Administrator	
9	Ensuring all employees who handle cash have completed Cash		
	Security Procedures or Cash Deposit and Security Procedures	Marsha Christ, CBA	
	training.		
10	Updating Cash Handling Procedures as needed.	Marsha Christ, CBA	
11	Distribution of Cash Handling Procedures to employees who	Marsha Christ, CBA	
	handle cash.	Transin Christ, CDA	
12	Consistent and efficient responses to inquiries.	Marsha Christ, CBA	
		Iviaisha Christ, CDA	
PETTY	CASH		
1	Preparing petty cash disbursements.	N/A	
		1771	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
		1771	
3	Ensuring petty cash disbursements are made for only authorized	N/A	
	purposes.	1771	
4	Approving petty cash disbursements.	N/A	
		1771	
5	Replenishing the petty cash fund timely.	N/A	
		1771	
6	Ensuring the petty cash fund is balanced after each	N/A	
	disbursement.	1771	
CONT	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Lisa Martinez, Research	Marsha Christ, CBA
	administration policies/procedures.	Administrator	C.M.D., C.D. 1
PROPI	ERTY MANAGEMENT		
	1		
1	Performing the annual inventory.	Haydee Rodriguez, User Services	David Nguyen, Coll/Dev Info Services
		Specialist 1	Manager 1
2	Ensuring the annual inventory was completed correctly.	David Nguyen, Coll/Dev Info	Marsha Christ, CBA
		Services Manager 1	,
3	Tagging equipment.	Haydee Rodriguez, User Services	David Nguyen, Coll/Dev Info Services
		Specialist 1	Manager 1
4	Approving requests for removal of equipment from campus.	David Nguyen, Coll/Dev Info	Alan Dettlaff, Dean
		Services Manager 1	. I.m. Domaii, Domi
DISCL	OSURE FORMS		
	1		
1	Ensuring all employees with purchasing influence complete the	Marsha Christ, CBA	
	annual Related Party disclosure statement online.	iviaisiia Ciirist, CDA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Marsha Christ, CBA	
	complete the Consulting disclosure statement online.	iviaisiia Ciiiisi, CDA	
3	Ensuring that all Principal and Co-Principal Investigators	Lisa Martinez, Research	
	complete the annual Conflict of Interest disclosure statement for	Administrator	Marsha Christ, CBA
	the Division of Research.	Authinisuator	
		· · · · · · · · · · · · · · · · · · ·	

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## GCSW OCP Baseline Standards FY 2017

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Marsha Christ, CBA	
2	Billing.	Patrick Bordnick, Professor	Marsha Christ, CBA
3	Collection.	Patrick Bordnick, Professor	Marsha Christ, CBA
4	Recording.	Marsha Christ, CBA	
5	Monitoring credit extended.	Marsha Christ, CBA	
6	Approving write-offs.	Alan Dettlaff, Dean	Marsha Christ, CBA
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Marsha Christ, CBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Marsha Christ, CBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	David Nguyen, Coll/Dev Info Services Manager 1	
2	Ensuring that critical data back up occurs.	David Nguyen, Coll/Dev Info Services Manager 1	
3	Ensuring that procedures such as password controls are followed.	David Nguyen, Coll/Dev Info Services Manager 1	
4	Reporting of suspected security violations.	David Nguyen, Coll/Dev Info Services Manager 1	

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