GCSW CDSPR H0508 Baseline Standards FY 2019

		Responsible P	erson(s) (Name/Title)
Descrip	ntion of Responsibility	Primary (Required)	Secondary (Optional)
	TMENTAL POLICIES & PROCEDURES / BASELINE		
STANE	DARDS		
1	Ensuring the Departmental Policy and Procedures manual is	Marsha Wright, College Business	
	current.	Administrator	
2	Updating the Baseline Standards Form.	Marsha Wright, College Business	
		Administrator	
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.		
1		Lisa Martinez, Research	
		Administrator	
2	Reviewing cost center verifications.	Luis Torres, Assoc Dean; Samira	
_		Ali, Faculty; Sarah Narendorf,	
		Faculty; Robing Gearing, Faculty	
2	Approxing post center varifications		
3	Approving cost center verifications.	Luis Torres, Assoc Dean; Samira	
		Ali, Faculty; Sarah Narendorf,	
		Faculty; Robing Gearing, Faculty	
4	Ensuring all cost centers are verified/approved on a timely	Lisa Martinez, Research	
	basis.	Administrator	
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Nakita Robinson, Financial	Lisa Martinez, Research Administrator
		Assistant 2	
2	Ensuring the validity of travel and expense reimbursements.	Nakita Robinson, Financial	Lisa Martinez, Research Administrator
		Assistant 2	
3	Ensuring that goods and services are received and that timely	Nakita Robinson, Financial	Lisa Martinez, Research Administrator
	payment is made.	Assistant 2	, ,
4	Ensuring correct account coding on purchases documents.	Nakita Robinson, Financial	Lisa Martinez, Research Administrator
		Assistant 2	, , , , , , , , , , , , , , , , , , ,
5	Primary contact for inquiries to expenditure transactions.	Nakita Robinson, Financial	Lisa Martinez, Research Administrator
DAVDO		Assistant 2	
PAIR	DLL / HUMAN RESOURCES		
1			1
1	Ensuring all bi-weekly reported time and leave are approved	Yolanda Williams, Asst Business	
	before the deadlines set by Payroll, so that the correct hours are	Administrator	Marsha Wright, CBA
	recorded and paid on each bi-weekly paycheck.		
2	Ensuring all monthly leave is recorded accurately and approved	Yolanda Williams, Asst Business	Marsha Wright, CBA
	before the deadlines set by Payroll.	Administrator	-
3	Ensuring all TRAM high level exceptions are corrected in a	Marsha Wright, CBA	Yolanda Williams, Asst Business
-	timely manner prior to Payroll deadlines.		Administrator
4	Ensuring all Time Reporters (new employees and transfers) are	Marsha Wright, CBA	Yolanda Williams, Asst Business
-	assigned to Time Approvers in TRAM. Reconciling approved reported time and leave (bi-weekly &		Administrator
5		Valanda William A. (D.)	
	monthly employees) and ePARs (biweekly & monthly	Yolanda Williams, Asst Business	Nakita Robinson, Financial Assistant 2
	employees) to the trial and final payroll verification reports and	Administrator	
~	off-cycle payrolls.	Volondo Williama Aret Desir	
6	Completing termination ePAR's within 24 hours of termination	Yolanda Williams, Asst Business	Marsha Wright, CBA
7	and completing the termination clearance form.	Administrator	-
7	Ensuring terminated employees are no longer charged to	Yolanda Williams, Asst Business	Marsha Wright, CBA
	departmental cost centers.	Administrator	-

GCSW CDSPR H0508 Baseline Standards FY 2019

			Person(s) (Name/Title)
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
8		Yolanda Williams, Asst Business	Nulite Dubingen, Einensiel Assistent 2
	Maintaining departmental personnel files.	Administrator	Nakita Robinson, Financial Assistant 2
9		Yolanda Williams, Asst Business	Manaha Wajaha CDA
	Consistent and efficient responses to inquiries.	Administrator	Marsha Wright, CBA
10	Hire ePAR's should be processed at least 1 week prior to start	Yolanda Williams, Asst Business	
	date.	Administrator	Marsha Wright, CBA
11	Ensure all security access requests and training courses are		
	completed 48 hours prior to necessary access changes.	Marsha Wright, CBA	
CASH H	HANDLING		
1	Collecting cash, checks, etc.	Lisa Martinez, Research	Luis Torres, Assoc Dean; Samira Ali,
		Administrator	Faculty; Sarah Narendorf, Faculty;
2	Reconciling cash, checks, etc. to receipts.	Lisa Martinez, Research	Luis Torres, Assoc Dean; Samira Ali,
-		Administrator	Faculty; Sarah Narendorf, Faculty;
3	Preparing deposits.		r dealey, Suran r arendon, r dealey,
5	r repaining depositio.	N/A	
4	Preparing Journal Entries.	Nakita Robinson, Financial	
+	i reparing journal Entries.	Assistant 2	
5	Verifying deposits posted correctly in the Finance System.	Lisa Martinez, Research	
5	verifying deposits posted correctly in the Finance System.	Administrator	
6	Adama - falanial - familia da se se de marine a d		
6	Adequacy of physical safeguards of cash receipts and	Lisa Martinez, Research	Marsha Wright, CBA
	equivalent.	Administrator	
7	Secure deposits via UHDPS to Student Financial Services.	N/A	
8	Ensuring deposits are made timely.	N/A	
9	Ensuring all employees who handle cash have completed Cash		
-	Security Procedures or Cash Deposit and Security Procedures	Lisa Martinez, Research	Marsha Wright, CBA
	training.	Administrator	
10	Updating Cash Handling Procedures as needed.		
10	oputting cash manufing roccures as needed.	Marsha Wright, CBA	Lisa Martinez, Research Administrator
11	Distribution of Cash Handling Procedures to employees who		
11	handle cash.	Marsha Wright, CBA	Lisa Martinez, Research Administrator
12	Consistent and efficient responses to inquiries.	Lisa Martinez, Research	
12	consistent and efficient responses to inquiries.	Administrator	Marsha Wright, CBA
FTTY	CASH	Administrator	
	CASII		
1	Preparing petty cash disbursements.		
1	Preparing perty cash disbursements.	N/A	
2	Ensuring patty each disburgaments are not for more than \$100		
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
2			
3	Ensuring petty cash disbursements are made for only authorized	N/A	
4	purposes.		
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
		1N/A	
	Ensuring the petty cash fund is balanced after each	NT/A	
	disbursement.	N/A	

GCSW CDSPR H0508 Baseline Standards FY 2019

		Y 2019	
D ·			Person(s) (Name/Title)
	ntion of Responsibility	Primary (Required)	Secondary (Optional)
1	Ensuring departmental personnel comply with contract	Lisa Martinez, Research	Marsha Wright, College Business
	administration policies/procedures. RTY MANAGEMENT	Administrator	Administrator
PROPE	KIY MANAGEMENI		
1	Performing the annual inventory.	Haydee Rodriguez, User Services	David Nguyen, Coll/Dev Info Services
2	Ensuring the annual inventory was completed correctly.	Specialist 1 David Nguyen, Coll/Dev Info	Manager 1 Marsha Wright, College Business
		Services Manager 1	Administrator
3	Tagging equipment.	Haydee Rodriguez, User Services Specialist 1	David Nguyen, Coll/Dev Info Services Manager 1
4	Approving requests for removal of equipment from campus.	David Nguyen, Coll/Dev Info Services Manager 1	Alan Dettlaff, Dean
DISCLO	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the	Lisa Martinez, Research	
	annual Related Party disclosure statement online.	Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff		
	complete the Consulting disclosure statement online.	Administrator	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for	Lisa Martinez, Research	
	the Division of Research.	Administrator	
ACCOU	JNTS 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	
NEGAT	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive	Marsha Wright, College Business	
2	fund equity at year-end.	Administrator Marsha Wright, College Business	
2	Ensuring that research expenditures are covered by funds from	Administrator	
	sponsors. RTMENTAL COMPUTING		
DELAR			
1	Management of the departments' information technology	David Nguyen, Coll/Dev Info	
	resources.	Services Manager 1	
2	Ensuring that critical data back up occurs.	David Nguyen, Coll/Dev Info	
2		Services Manager 1	
3	Ensuring that procedures such as password controls are	David Nguyen, Coll/Dev Info	
4	followed.	Services Manager 1	
4	Reporting of suspected security violations.	David Nguyen, Coll/Dev Info	
		Services Manager 1	

			erson(s) (Name/Title)
Descrij	otion of Responsibility	Primary (Required)	Secondary (Optional)
DEPAF	TMENTAL POLICIES & PROCEDURES / BASELINE		
TANI	DARDS		
1	Ensuring the Departmental Policy and Procedures manual is	Marsha Wright, College Business	
	current.	Administrator	
2	Updating the Baseline Standards Form.	Marsha Wright, College Business	
		Administrator	
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.		
		Lisa Martinez, Research	
		Administrator	
2	Deviewing and contant varifications		
Z	Reviewing cost center verifications.	Alan Dettlaff, Dean; Arnitia	
		Walker, CWEP Director; Suzanne	
		Pritzker, Faculty; Danielle Parrish,	
		Faculty; Monit Cheung, Faculty;	
		Sheara Jennings, Faculty; Jodi	
		Berger-Cardoso, Faculty; Sarah	
		Narendorf, Faculty; Patrick	
		Leung, Faculty; Robing Gearing,	
		Faculty; McClain Sampson,	
		Faculty; Samira Ali, Faculty;	
		•	
		Christina Miyawaki, Faculty;	
		Isabel Torres, Faculty; Reiko	
		Boyd, Faculty; Luis Torres, Assoc	
		Dean	
3	Approving cost center verifications.	Alan Dettlaff, Dean; Arnitia	
		Walker, CWEP Director; Suzanne	
		Pritzker, Faculty; Danielle Parrish,	
		Faculty; Monit Cheung, Faculty;	
		Sheara Jennings, Faculty; Jodi	
		Berger-Cardoso, Faculty; Sarah	
		Narendorf, Faculty; Patrick	
		Leung, Faculty; Robing Gearing,	
		Faculty; McClain Sampson,	
		Faculty; Samira Ali, Faculty;	
		Christina Miyawaki, Faculty;	
		Isabel Torres, Faculty; Reiko	
		Boyd, Faculty; Luis Torres, Assoc	
		Dean	
,			l
4	Ensuring all cost centers are verified/approved on a timely	Lisa Martinez, Research	
	basis.	Administrator	
INAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Nakita Robinson, Financial	Lisa Martinez, Research Administrator
		Assistant 2	Lisa Martinez, Research Administrator
2	Ensuring the validity of travel and expense reimbursements.	Nakita Robinson, Financial	Lice Mertinez Descende Administ
		Assistant 2	Lisa Martinez, Research Administrator
3	Ensuring that goods and services are received and that timely	Nakita Robinson, Financial	
-	payment is made.	Assistant 2	Lisa Martinez, Research Administrator

	Responsible Person(s) (Name/Title)		Person(s) (Name/Title)
Descrir	tion of Responsibility	Primary (Required)	Secondary (Optional)
4	Ensuring correct account coding on purchases documents.	Nakita Robinson, Financial	Secondary (Optional)
		Assistant 2	Lisa Martinez, Research Administrator
5	Primary contact for inquiries to expenditure transactions.	Nakita Robinson, Financial Assistant 2	Lisa Martinez, Research Administrator
PAYRO	DLL / 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.	Yolanda Williams, Asst Business Administrator	Marsha Wright, CBA
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Yolanda Williams, Asst Business Administrator	Marsha Wright, CBA
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Marsha Wright, CBA	Yolanda Williams, Asst Business Administrator
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Marsha Wright, CBA	Yolanda Williams, Asst Business Administrator
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.	Yolanda Williams, Asst Business Administrator	Nakita Robinson, Financial Assistant 2
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Yolanda Williams, Asst Business Administrator	Marsha Wright, CBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Yolanda Williams, Asst Business Administrator	Marsha Wright, CBA
8	Maintaining departmental personnel files.	Yolanda Williams, Asst Business Administrator	Nakita Robinson, Financial Assistant 2
9	Consistent and efficient responses to inquiries.	Yolanda Williams, Asst Business Administrator	Marsha Wright, CBA
10	Hire ePAR's should be processed at least 1 week prior to start date.	Yolanda Williams, Asst Business Administrator	Marsha Wright, CBA
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Marsha Wright, CBA	
CASH	HANDLING		
1	Collecting cash, checks, etc.	Lisa Martinez, Research Administrator	Alan Dettlaff, Dean; Arnitia Walker, CWEP Director; Suzanne Pritzker, Faculty; Danielle Parrish, Faculty; Monit Cheung, Faculty; Sheara Jennings, Faculty; Jodi Berger-Cardoso, Faculty; Sarah Narendorf, Faculty; Patrick Leung, Faculty; Robing Gearing, Faculty; McClain Sampson, Faculty; Samira Ali, Faculty; Christina Miyawaki, Faculty; Isabel Torres, Faculty; Reiko Boyd, Faculty; Luis Torres, Assoc Dean

			e Person(s) (Name/Title)
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
2	Reconciling cash, checks, etc. to receipts.	Lisa Martinez, Research Administrator	Alan Dettlaff, Dean; Arnitia Walker, CWEP Director; Suzanne Pritzker, Faculty; Danielle Parrish, Faculty; Monit Cheung, Faculty; Sheara Jennings, Faculty; Jodi Berger-Cardoso, Faculty; Sarah Narendorf, Faculty; Patrick Leung, Faculty; Robing Gearing, Faculty; McClain Sampson, Faculty; Samira Ali, Faculty; Christina Miyawaki, Faculty; Isabel Torres, Faculty; Reiko Boyd, Faculty; Luis Torres, Assoc Dean
3	Preparing deposits.	N/A	
4	Preparing Journal Entries.	Nakita Robinson, Financial Assistant 2	
5	Verifying deposits posted correctly in the Finance System.	Lisa Martinez, Research Administrator	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Lisa Martinez, Research Administrator	Marsha Wright, CBA
7	Secure deposits via UHDPS to Student Financial Services.	N/A	
8	Ensuring deposits are made timely.	N/A	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Lisa Martinez, Research Administrator	Marsha Wright, CBA
10	Updating Cash Handling Procedures as needed.	Marsha Wright, CBA	Lisa Martinez, Research Administrator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Marsha Wright, CBA	Lisa Martinez, Research Administrator
12	Consistent and efficient responses to inquiries.	Lisa Martinez, Research Administrator	Marsha Wright, CBA
PETTY	CASH		
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	
CONTR	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Lisa Martinez, Research Administrator	Marsha Wright, College Business Administrator
PROPE	RTY MANAGEMENT		

F		Responsible Person(s) (Name/Title)		
Description of Responsibility		Primary (Required) Secondary (Optional)		
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 Wright, College Business	
		Services Manager 1	Administrator	
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 Dattlaff, Daan	
		Services Manager 1	Alan Dettlaff, Dean	
DISCL	OSURE FORMS			
1	Ensuring all employees with purchasing influence complete the	Lisa Martinez, Research		
	annual Related Party disclosure statement online.	Administrator		
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Lisa Martinez, Research		
	complete the Consulting disclosure statement online.	Administrator		
3	Ensuring that all Principal and Co-Principal Investigators	Liss Martinez Dessarch		
	complete the annual Conflict of Interest disclosure statement for	Lisa Martinez, Research		
	the Division of Research.	Administrator		
ACCO	JNTS RECEIVABLE			
1	Extending of credit.	NT/A		
		N/A		
2	Billing.	NT/A		
		N/A		
3	Collection.	NT/A		
		N/A		
4	Recording.	N/A		
		IN/A		
5	Monitoring credit extended.	N/A		
		IN/A		
6	Approving write-offs.	N/A		
		IN/A		
NEGA'	FIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive	Marsha Wright, College Business		
	fund equity at year-end.	Administrator		
2	Ensuring that research expenditures are covered by funds from	Marsha Wright, College Business		
	sponsors.	Administrator		
DEPAF	RTMENTAL COMPUTING			
1	Management of the departments' information technology	David Nguyen, Coll/Dev Info		
	resources.	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	David Nguyen, Coll/Dev Info		
	followed.	Services Manager 1		
4	Reporting of suspected security violations.	David Nguyen, Coll/Dev Info		
		Services Manager 1		

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	F	Y 2019	
			Person(s) (Name/Title)
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)
DEPAF	RTMENTAL POLICIES & PROCEDURES / BASELINE		
STANI	DARDS		
1	Ensuring the Departmental Policy and Procedures manual is	Marsha Wright, College Business	
	current.	Administrator	
2	Updating the Baseline Standards Form.	Marsha Wright, College Business	
_		Administrator	
FINAN	ICIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.		
		Lisa Martinez, Research	Marsha Wright, College Business
		Administrator	Administrator
2			
2	Reviewing cost center verifications.	Luis Torres, Assoc Dean; Isabel	
		Torres, Faculty	
3	Approving cost center verifications.	Luis Torres, Assoc Dean; Isabel	
		Torres, Faculty	
4	Ensuring all cost centers are verified/approved on a timely	Lisa Martinez, Research	Marsha Wright, College Business
	basis.	Administrator	Administrator
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
	1		
1	Ensuring valid authorization of purchase documents.	Nakita Robinson, Financial	Lisa Martinez, Research Administrator
		Assistant 2	Lisa Martinez, Research / Kummstrator
2	Ensuring the validity of travel and expense reimbursements.	Nakita Robinson, Financial	Lisa Martinez, Research Administrator
		Assistant 2	Lisa Martinez, Research Administrator
3	Ensuring that goods and services are received and that timely	Nakita Robinson, Financial	Lisa Martinez, Research Administrator
	payment is made.	Assistant 2	Lisa Martinez, Research Administrator
4	Ensuring correct account coding on purchases documents.	Nakita Robinson, Financial	Lizz Montinez Dessenth Administrator
		Assistant 2	Lisa Martinez, Research Administrator
5	Primary contact for inquiries to expenditure transactions.	Nakita Robinson, Financial	Liss Martines Descende Administration
		Assistant 2	Lisa Martinez, Research Administrator
PAYR	OLL / 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	Yolanda Williams, Asst Business	Marsha Wright, CBA
	recorded and paid on each bi-weekly paycheck.	Administrator	
2	Ensuring all monthly leave is recorded accurately and approved	Volanda Williams Asst Business	
2	before the deadlines set by Payroll.		Marsha Wright, CBA
3	Ensuring all TRAM high level exceptions are corrected in a	Administrator	Yolanda Williams, Asst Business
3	timely manner prior to Payroll deadlines.	Marsha Wright, CBA	
1	Ensuring all Time Reporters (new employees and transfers) are		Administrator
4	assigned to Time Approvers in TRAM.	Marsha Wright, CBA	Yolanda Williams, Asst Business
5	Reconciling approved reported time and leave (bi-weekly &	-	Administrator
5		Volondo William A. (D.)	
	monthly employees) and ePARs (biweekly & monthly	Yolanda Williams, Asst Business	Nakita Robinson, Financial Assistant 2
	employees) to the trial and final payroll verification reports and	Administrator	
-	off-cycle payrolls.		
6	Completing termination ePAR's within 24 hours of termination	Yolanda Williams, Asst Business	Marsha Wright, CBA
	and completing the termination clearance form.	Administrator	
7	Ensuring terminated employees are no longer charged to	Yolanda Williams, Asst Business	Marsha Wright, CBA
	departmental cost centers.	Administrator	Contraction of the second seco
8		Yolanda Williams, Asst Business	Nakita Robinson, Financial Assistant 2
	Maintaining departmental personnel files.	Administrator	

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			erson(s) (Name/Title)
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
9		Yolanda Williams, Asst Business	
-	Consistent and efficient responses to inquiries.	Administrator	Marsha Wright, CBA
10	Hire ePAR's should be processed at least 1 week prior to start	Yolanda Williams, Asst Business	
10	date.	Administrator	Marsha Wright, CBA
11		Administrator	
11	Ensure all security access requests and training courses are	Marsha Wright, CBA	
	completed 48 hours prior to necessary access changes.		
CASH I	HANDLING		
1	Collecting cash, checks, etc.	Lisa Martinez, Research	Luis Torres, Assoc Dean; Isabel Torres,
		Administrator	Faculty
2	Reconciling cash, checks, etc. to receipts.	Lisa Martinez, Research	Luis Torres, Assoc Dean; Isabel Torres,
2	Reconcining cash, cheeks, etc. to receipts.	Administrator	
2		Administrator	Faculty
3	Preparing deposits.	N/A	
4	Preparing Journal Entries.	Nakita Robinson, Financial	
		Assistant 2	
5	Verifying deposits posted correctly in the Finance System.	Lisa Martinez, Research	
		Administrator	
6	Adequacy of physical safeguards of cash receipts and	Lisa Martinez, Research	
0		· · · · · · · · · · · · · · · · · · ·	Marsha Wright, CBA
	equivalent.	Administrator	
7	Secure deposits via UHDPS to Student Financial Services.	N/A	
8	Ensuring deposits are made timely.	NT/A	
		N/A	
9	Ensuring all employees who handle cash have completed Cash		
-	Security Procedures or Cash Deposit and Security Procedures	Lisa Martinez, Research	Marsha Wright, CBA
	• • • •	Administrator	Marsha Wright, CDA
10	training.		
10	Updating Cash Handling Procedures as needed.	Marsha Wright, CBA	Lisa Martinez, Research Administrator
			,
11	Distribution of Cash Handling Procedures to employees who	Marsha Wright, CBA	Lisa Martinez, Research Administrator
	handle cash.	Marsha Wilght, CDA	Lisa Martinez, Research Administrator
12	Consistent and efficient responses to inquiries.	Lisa Martinez, Research	
		Administrator	Marsha Wright, CBA
ETTY	CASH		
	Chon		
1	Description and the second distance of the second sec		
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
		IN/A	
3	Ensuring petty cash disbursements are made for only authorized	27/4	
-	purposes.	N/A	
4	Approving petty cash disbursements.	1	
4	Approving peny cash disdursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each	NT/A	
	disbursement.	N/A	
ONTE	ACT ADMINISTRATION		1
		1	
1		Line Martin D 1	Manaha Wajaha Call D
	Ensuring departmental personnel comply with contract	Lisa Martinez, Research	Marsha Wright, College Business
1	administration policies/procedures.	Administrator	Administrator

GCSW CHEER H0662 Baseline Standards FY 2019

		Responsible P	Person(s) (Name/Title)
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)
	ERTY MANAGEMENT		
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 Wright, College Business
		Services Manager 1	Administrator
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
D I G GI		Services Manager 1	,
DISCL	OSURE FORMS		
1		Lizz Mantinger Dagageh	
1	Ensuring all employees with purchasing influence complete the	Lisa Martinez, Research	
	annual Related Party disclosure statement online.	Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff		
	complete the Consulting disclosure statement online.	Administrator	
3	Ensuring that all Principal and Co-Principal Investigators	Lisa Martinez, Research	
	complete the annual Conflict of Interest disclosure statement for	Administrator	
1.000	the Division of Research.		
ACCO	UNTS RECEIVABLE		
1	Extending of credit.		
1	Extending of credit.	N/A	
2	Billing.		
2	Dining.	N/A	
3	Collection.		
Ũ		N/A	
4	Recording.		
		N/A	
5	Monitoring credit extended.	NT/A	
		N/A	
6	Approving write-offs.	N/A	
		N/A	
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive	Marsha Wright, College Business	
	fund equity at year-end.	Administrator	
2	Ensuring that research expenditures are covered by funds from	Marsha Wright, College Business	
	sponsors.	Administrator	
DEPA	RTMENTAL COMPUTING		
1	Management of the departments' information technology	David Nguyen, Coll/Dev Info	
	resources.	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	David Nguyen, Coll/Dev Info	
	followed.	Services Manager 1	
4	Reporting of suspected security violations.	David Nguyen, Coll/Dev Info	
		Services Manager 1	