## H0534-Health Wellness Baseline Standards FY 2019

			le Person(s) (Name/Title)
	otion of Responsibility	Primary (Required)	Secondary (Optional)
	RTMENTAL POLICIES & PROCEDURES / BASELINE		
	DARDS	Vina Domesty/DDA Coord In-	
1	Ensuring the Departmental Policy and Procedures manual is	Kim Barrow/DBA, Cassandra	Georgeann Smith / Director, Business Services
2	Updating the Baseline Standards Form.	Millhouse/DBA	
2	Updating the Baseline Standards Form.	Kim Barrow/DBA	Georgeann Smith / Director, Business Services
ZINI A N	L CIAL REPORTING - COST CENTER VERIFICATIONS		
IINAIN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.		
1	repaining cost center verifications.	Lanita Holmes/Accountant II	Sheldon Henderson/Accountant I
2	Reviewing cost center verifications.	Kim Barrow/DBA, Cassandra	
_	The vining cost center vermentions.	Millhouse/DBA	Georgeann Smith / Director, Business Services
3	Approving cost center verifications.		
		Designated Cost Center Managers	Kim Barrow/DBA, Cassandra Millhouse/DBA
4	Ensuring all cost centers are verified/approved on a timely	Kim Barrow/DBA, Cassandra	
	basis.	Millhouse/DBA	Georgeann Smith / Director, Business Services
INAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Designated Cost Center Managers	Kim Barrow/DRA Cassandra Millhouse/DRA
			Kim Barrow/DBA, Cassandra Millhouse/DBA
2	Ensuring the validity of travel and expense reimbursements.	Shirin Richards/Financial	Kim Barrow/DBA, Cassandra Millhouse/DBA
		Coordinator 2	Kiiii bairow/DBA, Cassanura Wiiiinouse/DBA
3	Ensuring that goods and services are received and that timely	Shirin Richards/Financial	
	payment is made.	Coordinator 2, Richard	Kim Barrow/DBA, Cassandra Millhouse/DBA
		Adewola/Financial Coordinator 1	
4	Ensuring correct account coding on purchases documents.	Shirin Richards/Financial	
		Coordinator 2, Richard	Kim Barrow/DBA, Cassandra Millhouse/DBA
		Adewola/Financial Coordinator 1	
5	Primary contact for inquiries to expenditure transactions.	Shirin Richards/Financial	
		Coordinator 2, Richard	Kim Barrow/DBA, Cassandra Millhouse/DBA
		Adewola/Financial Coordinator 1	
PAYRO	DLL / HUMAN RESOURCES		
PAYRO	Ensuring all bi-weekly reported time and leave are approved		
	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are	Shirin Richards/Financial	Kim Barrow/DBA, Cassandra Millhouse/DBA
	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.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are	Shirin Richards/Financial	
2	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.  Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA Kim Barrow/DBA, Cassandra Millhouse/DBA
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.  Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.  Reconciling approved reported time and leave (bi-weekly	Shirin Richards/Financial Coordinator 2 Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
2	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.  Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.  Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and	Shirin Richards/Financial Coordinator 2 Shirin Richards/Financial Coordinator 2 Shirin Richards/Financial	Kim Barrow/DBA, Cassandra Millhouse/DBA
2 3	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.  Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.  Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Shirin Richards/Financial Coordinator 2 Shirin Richards/Financial Coordinator 2 Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
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1 2 3 4 5	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.  Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.  Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.  Completing termination clearance procedures.  Ensuring terminated employees are no longer charged to departmental cost centers.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA Kim Barrow/DBA, Cassandra Millhouse/DBA Kim Barrow/DBA, Cassandra Millhouse/DBA
2 3	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.  Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.  Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.  Completing termination clearance procedures.  Ensuring terminated employees are no longer charged to	Shirin Richards/Financial Coordinator 2 Shirin Richards/Financial	Kim Barrow/DBA, Cassandra Millhouse/DBA Kim Barrow/DBA, Cassandra Millhouse/DBA Kim Barrow/DBA, Cassandra Millhouse/DBA Kim Barrow/DBA, Cassandra Millhouse/DBA
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1 2 3 4 5 6 7	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.  Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.  Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.  Completing termination clearance procedures.  Ensuring terminated employees are no longer charged to departmental cost centers.  Maintaining departmental Personnel files.  Ensuring valid authorization of new hires.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
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1 2 3 4 5 6 7 8 8	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.  Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.  Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.  Completing termination clearance procedures.  Ensuring terminated employees are no longer charged to departmental cost centers.  Maintaining departmental Personnel files.  Ensuring valid authorization of new hires.	Shirin Richards/Financial Coordinator 2 Shirin Richards/Financial	Kim Barrow/DBA, Cassandra Millhouse/DBA
1 2 3 4 5 6 7 8 9	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.  Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.  Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.  Completing termination clearance procedures.  Ensuring terminated employees are no longer charged to departmental cost centers.  Maintaining departmental Personnel files.  Ensuring valid authorization of new hires.  Ensuring valid authorization of changes in compensation rates.  Ensuring the accurate input of changes to the HR System.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
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1 2 3 4 5 6 7 8 9 10 CASH	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.  Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.  Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.  Completing termination clearance procedures.  Ensuring terminated employees are no longer charged to departmental cost centers.  Maintaining departmental Personnel files.  Ensuring valid authorization of new hires.  Ensuring the accurate input of changes in compensation rates.  Ensuring the accurate input of changes to the HR System.  Consistent and efficient responses to inquiries.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
1 2 3 4 5 6 7 8 9	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.  Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.  Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.  Completing termination clearance procedures.  Ensuring terminated employees are no longer charged to departmental cost centers.  Maintaining departmental Personnel files.  Ensuring valid authorization of new hires.  Ensuring valid authorization of changes in compensation rates.  Ensuring the accurate input of changes to the HR System.	Shirin Richards/Financial Coordinator 2 Shirin Richards/Financial	Kim Barrow/DBA, Cassandra Millhouse/DBA
1 2 3 4 5 6 7 8 9 10 CASH 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.  Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.  Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.  Completing termination clearance procedures.  Ensuring terminated employees are no longer charged to departmental cost centers.  Maintaining departmental Personnel files.  Ensuring valid authorization of new hires.  Ensuring the accurate input of changes in compensation rates.  Consistent and efficient responses to inquiries.  HANDLING  Collecting cash, checks, etc.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
1 2 3 4 5 6 7 8 9 10 CASH	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.  Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.  Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.  Completing termination clearance procedures.  Ensuring terminated employees are no longer charged to departmental cost centers.  Maintaining departmental Personnel files.  Ensuring valid authorization of new hires.  Ensuring the accurate input of changes in compensation rates.  Ensuring the accurate input of changes to the HR System.  Consistent and efficient responses to inquiries.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
1 2 3 4 5 6 7 8 9 10 CASH 1 2	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.  Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.  Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.  Completing termination clearance procedures.  Ensuring terminated employees are no longer charged to departmental cost centers.  Maintaining departmental Personnel files.  Ensuring valid authorization of new hires.  Ensuring the accurate input of changes in compensation rates.  Consistent and efficient responses to inquiries.  HANDLING  Collecting cash, checks, etc.  Reconciling cash, checks, etc. to receipts.	Shirin Richards/Financial Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
1 2 3 4 5 6 7 8 9 10 CASH 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.  Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.  Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.  Completing termination clearance procedures.  Ensuring terminated employees are no longer charged to departmental cost centers.  Maintaining departmental Personnel files.  Ensuring valid authorization of new hires.  Ensuring the accurate input of changes in compensation rates.  Consistent and efficient responses to inquiries.  HANDLING  Collecting cash, checks, etc.	Shirin Richards/Financial Coordinator 2	

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Preparing Journal Entries.   Shirin Richards/Financial Coordinator 1   Kim Barrow/DBA, Cassandra Millhouse/Adewola/Financial Coordinator 1   Kim Barrow/DBA, Cassandra Millhouse/Adewola/Financial Coordinator 2   Richard Adewola/Financial Coordinator 1   Shirin Richards/Financial Coordinator 2   Richard Adewola/Financial Coordinator 2   Richard Adewola/Financial Coordinator 2   Richards/Financial Richards/Financial Coordinator 2   Richards/Financial Ri		d 0D 11 114		Person(s) (Name/Title)
Coordinator 2, Richard Adewold/Financial Coordinator 1 Shirin Richards/Financial Coordinator 2 Adequacy of physical safeguards of cash receipts and equivalent. Secure deposits via UHDPS to Student Financial Services.  Ensuring deposits are made timely. Shirin Richards/Financial Coordinator 2 Shirin Richards/Financial Coordin	4		Primary (Required)	Secondary (Optional)
AdewolarFinancial Coordinator 1  5 Verifying deposits posted correctly in the Finance System.  5 Shirin Richards/Financial Coordinator 1  6 Adequacy of physical safeguards of cash receipts and equivalent.  7 Secure deposits via UHDPS to Student Financial Services.  8 Ensuring deposits are made timely.  8 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures or Cash Deposit and Security Procedures straining.  10 Updating Cash Handling Procedures to employees who handle cash.  11 Distribution of Cash Handling Procedures to employees who handle cash.  12 Consistent and efficient responses to inquiries.  13 Distribution of Cash Handling Procedures to employees who handle cash.  14 Preparing petty cash disbursements.  15 Preparing petty cash disbursements.  16 Preparing petty cash disbursements are mot for more than \$100\$.  17 Preparing petty cash disbursements are made for only authorized purposes.  18 All members of the business services team.  19 Preparing petty cash disbursements are mot for more than \$100\$.  10 Preparing petty cash disbursements.  11 Preparing petty cash disbursements.  12 Ensuring petty cash disbursements are mot for more than \$100\$.  13 Ensuring petty cash disbursements are made for only authorized purposes.  14 Approving petty cash fund timely.  15 Replenishing the petty cash fund timely.  16 Ensuring the petty cash fund timely.  17 Reparating the petty cash fund timely.  18 Replenishing the petty cash fund timely.  19 Repartmental personnel comply with contract administration policies/procedures.  20 Personnel Report Custodian  21 Department Property Custodian  22 Department Property Custodian  23 Department Property Custodian  24 Department Property Custodian  25 Department Property Custodian  26 Department Property Custodian  27 Department Property Custodian  28 Department Property Custodian		Preparing Journal Entries.		
Secure deposits posted correctly in the Finance System.   Shirin Richards/Financial Coordinator 2. Richard Adewola/Financial Coordinator 1   Shirin Richards/Financial Coordinator 1   Shirin Richards/Financial Coordinator 2   Richard Adewola/Financial Coordinator 2   Richards/Financial Coordina			1	Kim Barrow/DBA, Cassandra Millhouse/DBA
Coordinator 2, Richard Adewold/Financial Coordinator 1 Shirin Richards/Financial Coordinator 2 Secure deposits via UHDPS to Student Financial Services. Shirin Richards/Financial Coordinator 2 Shirin Richard				
Adewolar/Financial Coordinator 1 Secure deposits via UHDPS to Student Financial Services. Secure deposits via UHDPS to Student Financial Services. Secure deposits via UHDPS to Student Financial Services. Shirin Richards/Financial Coordinator 2 Shirin Richards/Financial Coordinator 2 Shirin Richards/Financial Coordinator 1 Security Procedures or Cash Deposit and Security Procedures training. Security Procedures or Cash Deposit and Security Procedures training. Shirin Richards/Financial Coordinator 1 Shirin Richards/Financial Coordinator 2 Coordinator 2 Coordinator 2 Department supervisors, Kim Barrow/DBA Cassandra Millhouse/DBA Shirin Richards/Financial Coordinator 2 Coordinator 2 Department Supervisors, Kim Barrow/DBA Cassandra Millhouse/DBA Shirin Richards/Financial Coordinator 2 Co	5	Verifying deposits posted correctly in the Finance System.		
6 Adequacy of physical safeguards of cash receipts and equivalent. 7 Secure deposits via UHDPS to Student Financial Services. 8 Ensuring deposits are made timely. Shirin Richards/Financial Coordinator 2 Shirin Richards/Financial Coordinator 2, Richard Adewola/Financial Coordinator 2, Richard Adewola/Financial Coordinator 2, Richard Adewola/Financial Coordinator 2, Richard Adewola/Financial Coordinator 2. Shirin Richards/Financial Coordinator 1 Shirin Richards/Financial Coordinator 2.			Coordinator 2, Richard	Kim Barrow/DBA, Cassandra Millhouse/DBA
equivalent.    Coordinator 2			Adewola/Financial Coordinator 1	
equivalent.    Coordinator 2	6	Adequacy of physical safeguards of cash receipts and	Shirin Richards/Financial	W. D. ADDA G. J. M.III. ADDA
Secure deposits via UHDPS to Student Financial Services.   Shirin Richards/Financial Coordinator 2   Kim Barrow/DBA, Cassandra Millhouse/ Adewola/Financial Coordinator 2   Shirin Richards/Financial Coordinator 1   Shirin Richards/Financial Coordinator 1   Shirin Richards/Financial Coordinator 1   Shirin Richards/Financial Coordinator 1   Shirin Richards/Financial Coordinator 2   Cassandra Millhouse/Adewola/Financial Coordinator 2   Cassandra Millhouse/DBA			Coordinator 2	Kim Barrow/DBA, Cassandra Millhouse/DBA
Coordinator 2 Shirin Richards/Financial Coordinator 2 Richard Adewola/Financial Coordinator 2 Richard Adewola/Financial Coordinator 2 Richard Adewola/Financial Coordinator 1 Shirin Richards/Financial Coordinator 1 Shirin Richards/Financial Coordinator 1 Coordinator 2 Coordinator 2 Cassandra Millhouse/Adewola/Financial Coordinator 2 Cassandra Millhouse/DBA Adamsing the petty cash disbursement.  COORDINACT ADMINISTRATION  I Ensuring departmental personnel comply with contract administration policies/procedures.  Coordinator 2 Cassandra Millhouse/Cassandra Millhouse/Managers of Cash Handling Coordinator 2 Cassandra Millhouse/Managers of Cash Handling Coordinator 2 Cassandra Millhouse/Managers of Cash Handling Managers of Cash Handling Mana	7			
Ensuring deposits are made timely.   Shirin Richards/Financial Coordinator 2, Richards Financial Coordinator 1   Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.   Shirin Richards/Financial Coordinator 2   Cassandra Millhouse/DBA	•	Secure deposits the errors to student I manetal services.		Kim Barrow/DBA, Cassandra Millhouse/DBA
Coordinator 2, Richard Adewola/Financial Coordinator 1  Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.  Updating Cash Handling Procedures as needed.  Updating Cash Handling Procedures to employees who handle cash.  Coordinator 2  Consistent and efficient responses to inquiries.  All members of the business services team.  Preparing petty cash disbursements are not for more than \$100.  Ensuring petty cash disbursements are made for only authorized purposes.  Approving petty cash fund timely.  Ensuring the petty cash fund is balanced after each disbursement.  Ensuring departmental personnel comply with contract administration policies/procedures.  Ensuring the petty cash fund is balanced after each disbursement.  Ensuring departmental personnel comply with contract administration policies/procedures.  Coordinator 2  Shirin Richards/Financial Coordinator 2  Change fund custodians  Kim Barrow/DBA, Cassandra Millhouse/Managers of Cash Handling  Kim Barrow/DBA, Cassandra Millhouse/Managers of the business services team.  N/A  N/A  N/A  N/A  Ensuring petty cash disbursements are not for more than \$100.  N/A  Ensuring the petty cash disbursements.  N/A  Ensuring the petty cash fund timely.  Kim Barrow/DBA, Cassandra Millhouse/Managers of Cash Handling  N/A  N/A  Ensuring the petty cash disbursements.  N/A  Ensuring the petty cash fund is balanced after each disbursement.  CONTRACT ADMINISTRATION  Ensuring departmental personnel comply with contract administration policies/procedures.  ENOPERTY MANAGEMENT  Department Property Custodian  DSAES IT	8	Encuring denocits are made timely		
Adewola/Financial Coordinator 1  Birsuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures or Cash Handling Procedures as needed.  Distribution of Cash Handling Procedures to employees who handle cash.  In Distribution of Cash Handling Procedures to employees who handle cash.  All members of the business services or Cash Handling  All members of the business services or Cash Handling  Preparing petty cash disbursements.  N/A  In Preparing petty cash disbursements are not for more than \$100.  Birsuring petty cash disbursements are made for only authorized purposes.  Approving petty cash disbursements.  N/A  Approving petty cash fund timely.  Replenishing the petty cash fund timely.  Ensuring the petty cash fund timely.  Ensuring the petty cash fund is balanced after each disbursement.  Ensuring departmental personnel comply with contract administration policies/procedures.  Ensuring the petty cash fund to balanced after each disbursement.  Ensuring the petty cash fund timely.  Ensuring departmental personnel comply with contract administration policies/procedures.  Ensuring the petty cash fund to balanced after each disbursement.  Ensuring the petty cash fund timely.  Ensuring the petty cash fund timely.  Ensuring the petty cash fund timely.  All members of the business services of Cash Handling  N/A  N/A  CONTRACT ADMINISTRATION  Ensuring the petty cash fund timely.  Ensuring the petty cash fund timely.  Department Property Custodian  DSAES IT	O	Ensuring deposits are made timery.		Vim Parrow/DPA Cassandra Millhousa/DPA
Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.				Killi Ballow/DBA, Cassalidia Willillouse/DBA
Security Procedures or Cash Deposit and Security Procedures training.  10 Updating Cash Handling Procedures as needed.  11 Distribution of Cash Handling Procedures to employees who handle cash.  12 Consistent and efficient responses to inquiries.  13 Preparing petty cash disbursements.  14 Preparing petty cash disbursements are not for more than \$100.  15 Replenishing the petty cash fund timely.  16 Ensuring the petty cash fund is balanced after each disbursement.  17 Ensuring departmental personnel comply with contract administration policies/procedures.  18 Preforming the annual inventory.  19 Performing the annual inventory.  10 Updating Cash Handling Procedures to employees who handle cash.  20 Change fund custodians  21 Change fund custodians  21 Change fund custodians  22 Change fund custodians  23 Kim Barrow/DBA, Cassandra Millhouse/  34 Managers of Cash Handling  35 Min Barrow/DBA, Change fund custodians  36 Min Barrow/DBA, Cassandra Millhouse/  37 Managers of Cash Handling  38 Min Barrow/DBA, Cassandra Millhouse/  39 Min Barrow/DBA, Cassandra Millhouse/DBA, Cassandra Mil	0		Adewora/Financial Coordinator 1	
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handle cash.    Managers of Cash Handling   All members of the business services   Kim Barrow/DBA, Cassandra Millhouse/DETTY CASH	11	Distribution of Cash Handling Procedures to employees who	Department Supervisors and/or	Vim Domouy/DDA Cossender Million /DDA
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Department Property Custodian DSAES II	CONTF 1	RACT ADMINISTRATION  Ensuring departmental personnel comply with contract administration policies/procedures.	Millhouse/DBA and the Business	Georgeann Smith / Director, Business Services
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Director Business Services  DISCLOSURE FORMS  I Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.  Kim Barrow/DBA, Cassandra Millhouse/DBA  Georgeann Smith / Director, Business Services  Kim Barrow/DBA, Cassandra Millhouse/DBA  Georgeann Smith / Director, Business Services  Georgeann Smith / Director, Business Services  Kim Barrow/DBA, Cassandra Millhouse/DBA  Georgeann Smith / Director, Business Services  Georgeann Smith / Director, Business Services  Kim Barrow/DBA, Cassandra Millhouse/DBA  Georgeann Smith / Director, Business Services	1 2 3 4 DISCLO	Ensuring departmental personnel comply with contract administration policies/procedures.  RTY MANAGEMENT  Performing the annual inventory.  Ensuring the annual inventory was completed correctly.  Tagging equipment.  Approving requests for removal of equipment from campus.  OSURE FORMS  Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.  Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.  Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Millhouse/DBA and the Business Services contracts team  Department Property Custodian  Department Property Custodian  Department Property Custodian  Devi Bala / Assistant VP Business Services, Georgeann Smith / Director Business Services  Kim Barrow/DBA, Cassandra  Millhouse/DBA  Kim Barrow/DBA, Cassandra  Millhouse/DBA  Kim Barrow/DBA, Cassandra	DSAES IT  DSAES IT  DSAES IT  Georgeann Smith / Director, Business Services  Georgeann Smith / Director, Business Services  Georgeann Smith / Director, Business Services
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Director Business Services	ONTF  1  ROPE  1  2  3  4	Ensuring departmental personnel comply with contract administration policies/procedures.  RTY MANAGEMENT  Performing the annual inventory.  Ensuring the annual inventory was completed correctly.  Tagging equipment.  Approving requests for removal of equipment from campus.	Millhouse/DBA and the Business Services contracts team  Department Property Custodian  Department Property Custodian  Department Property Custodian  Devi Bala / Assistant VP Business Services, Georgeann Smith /	DSAES IT DSAES IT DSAES IT
Director Business Services	ROPE  1  2  3	Ensuring departmental personnel comply with contract administration policies/procedures.  RTY MANAGEMENT  Performing the annual inventory.  Ensuring the annual inventory was completed correctly.  Tagging equipment.  Approving requests for removal of equipment from campus.	Millhouse/DBA and the Business Services contracts team  Department Property Custodian  Department Property Custodian  Department Property Custodian  Devi Bala / Assistant VP Business Services, Georgeann Smith /	DSAES IT DSAES IT DSAES IT
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Director Business Services  DISCLOSURE FORMS  1 Ensuring all employees with purchasing influence complete the Kim Barrow/DBA, Cassandra  Georgeann Smith / Director Business Services	PROPE  1  2  3  4  DISCLO	Ensuring departmental personnel comply with contract administration policies/procedures.  RTY MANAGEMENT  Performing the annual inventory.  Ensuring the annual inventory was completed correctly.  Tagging equipment.  Approving requests for removal of equipment from campus.  OSURE FORMS  Ensuring all employees with purchasing influence complete the	Millhouse/DBA and the Business Services contracts team  Department Property Custodian  Department Property Custodian  Department Property Custodian  Devi Bala / Assistant VP Business Services, Georgeann Smith / Director Business Services  Kim Barrow/DBA, Cassandra	DSAES IT  DSAES IT  DSAES IT  Georgeann Smith / Director, Business Services
Director Business Services  DISCLOSURE FORMS  1 Ensuring all employees with purchasing influence complete the Kim Barrow/DBA, Cassandra  Georgeann Smith / Director Business Services	PROPE  1  2  3  4  DISCLO	Ensuring departmental personnel comply with contract administration policies/procedures.  RTY MANAGEMENT  Performing the annual inventory.  Ensuring the annual inventory was completed correctly.  Tagging equipment.  Approving requests for removal of equipment from campus.  OSURE FORMS  Ensuring all employees with purchasing influence complete the	Millhouse/DBA and the Business Services contracts team  Department Property Custodian  Department Property Custodian  Department Property Custodian  Devi Bala / Assistant VP Business Services, Georgeann Smith / Director Business Services  Kim Barrow/DBA, Cassandra	DSAES IT  DSAES IT  DSAES IT  Georgeann Smith / Director, Business Services
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## H0534-Health Wellness Baseline Standards FY 2019

		Responsible Person(s) (Name/Title)		
Description of Responsibility		Primary (Required)	Secondary (Optional)	
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		
NEGA	ATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Kim Barrow/DBA, Cassandra Millhouse/DBA	Georgeann Smith / Director, Business Services	
2	Ensuring that research expenditures are covered by funds from sponsors.	Kim Barrow/DBA, Cassandra Millhouse/DBA	Georgeann Smith / Director, Business Services	
DEPA	RTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	DSAES IT	UIT	
2	Ensuring that critical data back up occurs.	DSAES IT	UIT	
3	Ensuring that procedures such as password controls are followed.	DSAES IT	UIT	
4	Reporting of suspected security violations.	All staff members	DSAES IT / UIT	
FOR	DEPARTMENT LISTED BELOW:			
	H0004-Cougars in Recovery			
	H0207-Student Health Center & Pharmacy			
	H0216-Center for Students with Disabilities			
	H0220-Counseling & Psychological Services			
	H0225-Campus Recreation			
	H0292-Wellness			