

Department Name
Baseline Standards Form

Description of Responsibility / PHILOSOPHY	Responsible Person(s) (Name/Title)	
	Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS		
1	Ensuring the Departmental Policy and Procedures manual is current.	Karina Puente/DBA Jacklyn Vela/Adv. Asst.
2	Updating the Baseline Standards Form.	Karina Puente/DBA Jacklyn Vela/Adv. Asst.
FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Karina Puente/DBA
2	Reviewing cost center verifications.	Karina Puente/DBA
3	Approving cost center verifications.	Karina Puente/DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Karina Puente/DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Cynthia Freeland/Chair Karina Puente/DBA
2	Ensuring the validity of travel and expense reimbursements.	Cynthia Freeland/Chair Karina Puente/DBA
3	Ensuring that goods and services are received and that timely payment is made.	Jacklyn Vela/Adv. Asst. Karina Puente/DBA
4	Ensuring correct account coding on purchases documents.	Jacklyn Vela/Adv. Asst. Karina Puente/DBA
5	Primary contact for inquiries to expenditure transactions.	Jacklyn Vela/Adv. Asst. Karina Puente/DBA
PAYROLL / HUMAN RESOURCES		
1	Reconciling leave records to time and effort reports.	Karina Puente/DBA
2	Reconciling leave accruals to the payroll system.	Karina Puente/DBA
3	Ensuring all time and effort reports are submitted to Payroll.	Karina Puente/DBA
4	Reconciling time and effort reports to check registers.	Karina Puente/DBA
5	Completing termination clearance procedures.	Karina Puente/DBA
6	Ensuring terminated employees are no longer charged to departmental cost centers.	Karina Puente/DBA
7	Paycheck distribution.	Karina Puente/DBA
8	Maintaining departmental Personnel files	Karina Puente/DBA Jacklyn Vela/Adv. Asst.
9	Ensuring valid authorization of new hires.	Karina Puente/DBA
10	Ensuring valid authorization of changes in compensation rates.	Karina Puente/DBA
11	Ensuring the accurate input of changes to the payroll system.	Karina Puente/DBA
12	Propriety of leave account classification on time records.	Karina Puente/DBA
13	Consistent and efficient responses to inquiries.	Karina Puente/DBA
CASH HANDLING		
1	Collecting cash, checks, etc.	Jacklyn Vela/Adv. Asst. Karina Puente/DBA
2	Reconciling cash, checks, etc. to receipts.	Jacklyn Vela/Adv. Asst. Karina Puente/DBA

Department Name
Baseline Standards Form

	Description of Responsibility /PHILOSOPHY	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
3	Preparing deposits.	Jacklyn Vela/Adv. Asst.	Karina Puente/DBA
4	Preparing Journal Entries.	Jacklyn Vela/Adv. Asst.	Karina Puente/DBA
5	Verifying deposits to the financial system.	Karina Puente/DBA	
6	Adequacy of physical safeguards.	Karina Puente/DBA	
7	Transporting deposits to Student Financial Services.	Jacklyn Vela/Adv. Asst.	Karina Puente/DBA
8	Ensuring deposits are made timely.	Jacklyn Vela/Adv. Asst.	Karina Puente/DBA
9	Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	Karina Puente/DBA	
10	Updating Cash Handling Procedures as needed.	Jacklyn Vela/Adv. Asst.	Karina Puente/DBA
11	Consistent and efficient responses to inquiries.	Jacklyn Vela/Adv. Asst.	Karina Puente/DBA
PETTY CASH			
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	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
LONG DISTANCE / CELL PHONE CHARGES			
1	Forwarding employees long distance and cell phone charge reports.	Karina Puente/DBA	
2	Ensuring employees review their long distance and/or cell phone charge reports.	Karina Puente/DBA	
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Jacklyn Vela/Adv. Asst.	Karina Puente/DBA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Karina Puente/DBA	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Karina Puente/DBA	Jacklyn Vela/Adv. Asst.
2	Ensuring the annual inventory was completed correctly.	Karina Puente/DBA	Jacklyn Vela/Adv. Asst.
3	Tagging equipment.	Jacklyn Vela/Adv. Asst.	Karina Puente/DBA
4	Approving requests for removal of equipment from campus.	Karina Puente/DBA	Jacklyn Vela/Adv. Asst.
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	Karina Puente/DBA	
2	Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	Karina Puente/DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	Karina Puente/DBA	

Department Name
Baseline Standards Form

Description of Responsibility /PHILOSOPHY		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Karina Puente/DBA	
2	Billing.	Karina Puente/DBA	
3	Collection.	Karina Puente/DBA	
4	Recording.	Karina Puente/DBA	
5	Monitoring credit extended.	Karina Puente/DBA	
6	Approving write-offs.	Karina Puente/DBA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups have positive fund equity at year-end.	Karina Puente/DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Karina Puente/DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Karina Puente/DBA	
2	Ensuring that critical data back up occurs.	Karina Puente/DBA	
3	Ensuring that procedures such as password controls are followed.	Karina Puente/DBA	
4	Reporting of suspected security violations.	Karina Puente/DBA	