

Electrical and Computer Engineering
Baseline Standards and Cash Handling
FY 2008

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

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3 Preparing deposits.	Zaniffa Rose, Sec.	Ursula Ollivierre/DBA
4 Preparing Journal Entries.	Zaniffa Rose, Sec.	Ursula Ollivierre/DBA
5 Verifying deposits to the financial system.	Ursula Ollivierre, DBA/Vacant Position	Ursula Ollivierre, DBA
6 Adequacy of physical safeguards.	Safe Deposit in the Dean's Office	Emily Marin, Fin. Coordinator
7 Transporting deposits to Student Financial Services.	From Dean's Office by Campus Police	Emily Marin, Fin. Coordinator
8 Ensuring deposits are made timely.	Ursula Ollivierre, DBA & Zaniffa Rose, Sec.	Ursula Ollivierre, DBA & Zaniffa Rose, Sec.
9 Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	Ursula Ollivierre, DBA	Zaniffa Rose, Sec.
10 Updating Cash Handling Standards as needed.	Ursula Ollivierre, DBA	Ursula Ollivierre, DBA
11 Consistent and efficient responses to inquiries.	Ursula Ollivierre, DBA	Ursula Ollivierre, DBA/Vacant Position
PETTY CASH		
1 Preparing petty cash disbursements.	NA	NA
2 Ensuring petty cash disbursements are not for more than \$100.	NA	NA
3 Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4 Approving petty cash disbursements.	NA	NA
5 Replenishing the petty cash fund timely.	NA	NA
6 Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
LONG DISTANCE / CELL PHONE CHARGES		
1 Forwarding employees long distance and cell phone charge reports.	NA	NA
2 Ensuring employees review their long distance and/or cell phone charge reports.	NA	NA
3 Ensuring personal calls are reimbursed within 10 days from the billing date.	NA	NA
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Ursula Ollivierre, DBA	Haluk Ogmen, Dept. Chair
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	James Andress, Lab Mgr.	Ursula Ollivierre, DBA
2 Ensuring the annual inventory was completed correctly.	James Andress, Lab Mgr.	Ursula Ollivierre, DBA
3 Tagging equipment.	James Andress, Lab Mgr.	Ursula Ollivierre, DBA
4 Approving requests for removal of equipment from campus.	Haluk Ogmen, Dept. Chair & Dorothy M. Barrera, CBA	Ursula Ollivierre, DBA
DISCLOSURE FORMS		
1 Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	Ursula Ollivierre, DBA	Haluk Ogmen, Dept. Chair
2 Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	Ursula Ollivierre, DBA	Haluk Ogmen, Dept. Chair
3 Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	Ursula Ollivierre, DBA	Haluk Ogmen, Dept. Chair

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	NA	NA
3	Collection.	NA	NA
4	Recording.	NA	NA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	NA	NA
NEGATIVE BALANCES			
1	Ensuring that all fund groups have positive fund equity at year-end.	Ursula Ollivierre, DBA	P.I.'s
2	Ensuring that research expenditures are covered by funds from sponsors.	Ursula Ollivierre, DBA	P.I.'s
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	James Andress, Lab Mgr.	Ursula Ollivierre, DBA
2	Ensuring that critical data back up occurs.	James Andress, Lab Mgr.	Ursula Ollivierre, DBA
3	Ensuring that procedures such as password controls are followed.	James Andress, Lab Mgr.	Ursula Ollivierre, DBA
4	Reporting of suspected security violations.	James Andress, Lab Mgr.	Ursula Ollivierre, DBA