

Parking and Transportation Services
Baseline Standards FY10

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.	Fidel Ramirez, Assist Director	Robert Browand, Dir Parking
2	Updating the Baseline Standards Form.	Thelma Cannon, Operations Coordinator	Fidel Ramirez, Asst Director
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Thelma Cannon Operations Coord	
2	Reviewing cost center verifications.	Fidel Ramirez, Assist Director	Robert J. Browand, Dir Parking
3	Approving cost center verifications.	Robert J. Browand, Director	
4	Ensuring all cost centers are verified/approved on a timely basis.	Thelma Cannon Operations Coord	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Robert J. Browand, Dir Parking and Transportation	
2	Ensuring the validity of travel and expense reimbursements.	Robert J. Browand, Dir Parking and Transportation	TaShawna Wilson, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Thelma Cannon, Operations Coord	Robert J. Browand, Dir Parking
4	Ensuring correct account coding on purchases documents.	Thelma Cannon Operations Coord	Robert J. Browand, Dir Parking
5	Primary contact for inquiries to expenditure transactions.	Thelma Cannon, Operations Coord	Robert J. Browand, Dir Parking
PAYROLL / HUMAN RESOURCES			
1	Reconciling leave records to time and effort reports.	Thelma Cannon, Operations Coord	
2	Reconciling leave accruals to the payroll system.	Thelma Cannon, Operations Coord	
3	Ensuring all time and effort reports are submitted to Payroll.	Thelma Cannon, Operations Coord	Linda Steber
4	Reconciling time and effort reports to check registers.	Thelma Cannon, Operations Coord	Linda Steber
5	Completing termination clearance procedures.	Thelma Cannon, Operations Coord	
6	Ensuring terminated employees are no longer charged to departmental cost centers.	Thelma Cannon, Operations Coord	Robert J. Browand, Dir Parking
7	Paycheck distribution.	Thelma Cannon, Operations Coord	Linda Steber/Office Assistant 1
8	Maintaining departmental Personnel files	Thelma Cannon, Operations Coord	
9	Ensuring valid authorization of new hires.	Robert J. Browand, Dir Parking & Transportation	
10	Ensuring valid authorization of changes in compensation rates.	Robert J. Browand, Dir Of Parking & Transportation	
11	Ensuring the accurate input of changes to the payroll system.	Robert J. Browand, Dir Of Parking & Transportation	
12	Propriety of leave account classification on time records.	Thelma Cannon, Operations Coord.	
13	Consistent and efficient responses to inquiries.	Thelma Cannon, Operations Coord.	
CASH HANDLING			
1	Collecting cash, checks, etc.	Office Assistant 1	Work Study
2	Reconciling cash, checks, etc. to receipts.	Office Assistant 1	Work Study

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3	Preparing deposits.	Thelma Cannon, Operations Coordinator	Thelma Cannon, Operations Coord
4	Preparing Journal Entries.	Hoe Salazar, Office Assistant 1	Thelma Cannon, Operations Coord
5	Verifying deposits to the financial system.	Fidel Ramirez, Assist Director	Robert J. Browand, Dir Parking
6	Adequacy of physical safeguards.	Robert J. Browand, Dir Parking and Transportation	Fidel Ramirez, Asst Director
7	Transporting deposits to Student Financial Services.	UHDPS	Hope Salazar, Office Assistant 1
8	Ensuring deposits are made timely.	Thelma Cannon, Operations Coord	Fidel Ramirez, Asst Director
9	Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	Thelma Cannon, Operations Coord	Fidel Ramirez, Asst Director
10	Consistent and efficient responses to inquiries.	Thelma Cannon, Operations Coord	Fidel Ramirez, Asst Director
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	
LONG DISTANCE / CELL PHONE CHARGES			
1	Forwarding employees long distance and cell phone charge reports.	Thelma Cannon, Operations Coord	
2	Ensuring employees review their long distance and/or cell phone charge reports.	Thelma Cannon, Operations Coord	
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Thelma Cannon, Operations Coord	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Robert J. Browand, Dir Parking and Transportation	TaShawna Wilson, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Thelma Cannon, Operations Coord	Office Assitant 1
2	Ensuring the annual inventory was completed correctly.	Robert J. Browand, Dir Parking and Transportation	Thelma Cannon, Operations Coord
3	Tagging equipment.	Thelma Cannon, Thelma Cannon, Operations Coord	Office Assistant 1
4	Approving requests for removal of equipment from campus.	Robert J. Browand, Dir Parking and Transportation	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	Robert J. Browand, Dir Parking and Transportation	Thelma Cannon Operations Coord
2	Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	Robert J. Browand, Dir Parking and Transportation	Thelma Cannon, Operations Coord
3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	N/A	
ACCOUNTS RECEIVABLE			

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1	Extending of credit.	N/A	
2	Billing.	Robert Browand, Dir Parking and Transportation	
3	Collection.	Robert Browand, Dir Parking and Transportation	
4	Recording.	Robert Browand, Dir Parking and Transportation	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	Robert Browand, Dir Parking and Transportation	
NEGATIVE BALANCES			
1	Ensuring that all fund groups have positive fund equity at year-end.	TaShawna Wilson, University Services DBA	Esmeralda Valdez, Director Auxiliary and Business Services
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Fidel Ramirez, Assist Director	
2	Ensuring that critical data back up occurs.	IT	
3	Ensuring that procedures such as password controls are followed.	IT	
4	Reporting of suspected security violations.	IT	