

University Services
Baseline Standards FY10

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES /			
1	Ensuring the Departmental Policy and Procedures manual is current.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
2	Updating the Department Responsibility Matrix.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
FINANCIAL REPORTING - COST CENTER			
1	Preparing cost center verifications.	Diane Lyons-Sylvester, Financial Coordinator 2 Nisho Khan, Financial Coordinator 2	TaShawna Wilson, DBA
2	Reviewing cost center verifications.	TaShawna Wilson, DBAE	Esmeralda Valdez, Director, University Business & Auxiliary Services
3	Approving cost center verifications.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
4	Ensuring all cost centers are verified on a timely basis.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
FINANCIAL REPORTING - EXPENDITURE			
1	Ensuring valid authorization of purchase documents.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
2	Ensuring the validity of travel and expense reimbursements.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
3	Ensuring that goods and services are received and that timely payment is made.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
4	Ensuring correct account coding on purchases documents.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
5	Primary contact for inquiries to expenditure transactions.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
PAYROLL / HUMAN RESOURCES			
1	Reconciling leave records to time and effort reports.	Sally Zunker, Office Coordinator	Amelia Villalon, Administrative Coordinator
2	Reconciling leave accruals to the payroll system.	Sally Zunker, Office Coordinator	Amelia Villalon, Administrative Coordinator
3	Ensuring all time and effort reports are submitted to Payroll.	Sally Zunker, Office Coordinator	Amelia Villalon, Administrative Coordinator
4	Reconciling time and effort reports to check registers.	Sally Zunker, Office Coordinator	Amelia Villalon, Administrative Coordinator
5	Completing termination clearance procedures.	Amelia Villalon, Administrative Coordinator	TaShawna Wilson, DBA
6	Ensuring terminated employees are no longer charged to departmental cost centers.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
7	Paycheck distribution.	Sally Zunker, Office Coordinator	Amelia Villalon, Administrative Coordinator
8	Maintaining departmental Personnel files	Amelia Villalon, Administrative Coordinator	TaShawna Wilson, DBA
9	Ensuring valid authorization of new hires.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
10	Ensuring valid authorization of changes in compensation rates.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
11	Ensuring the accurate input of changes to the payroll system.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services

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12	Propriety of leave account classification on time records.	Sally Zunker, Office Coordinator	Amelia Villalon, Administrative Coordinator
13	Consistent and efficient responses to inquiries.	Sally Zunker, Office Coordinator	Amelia Villalon, Administrative Coordinator
CASH HANDLING			
1	Collecting cash, checks, etc.	Diane Sylvester, Financial Coordinator 2; Nisho Khan, Financial Coordinator 2; Gloria Valyan, Financial Coordinator 1	TaShawna Wilson, DBA; Amelia Villalon, Administrative Coordinator
2	Reconciling cash, checks, etc. to receipts.	Diane Sylvester, Financial Coordinator 2; Nisho Khan, Financial Coordinator 2; Gloria Valyan, Financial Coordinator 1	TaShawna Wilson, DBA; Amelia Villalon, Administrative Coordinator
3	Preparing deposits.	Diane Sylvester, Financial Coordinator 2; Nisho Khan, Financial Coordinator 2; Gloria Valyan, Financial Coordinator 1	TaShawna Wilson, DBA; Amelia Villalon, Administrative Coordinator
4	Preparing Journal Entries.	Diane Sylvester, Financial Coordinator 2; Nisho Khan, Financial Coordinator 2; Gloria Valyan, Financial Coordinator 1	TaShawna Wilson, DBA; Amelia Villalon, Administrative Coordinator
5	Verifying deposits to the financial system.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
6	Adequacy of physical safeguards.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
7	Transporting deposits to Student Financial Services.	NA	N/A
8	Ensuring deposits are made timely.	Diane Sylvester, Financial Coordinator 2; Nisho Khan, Financial Coordinator 2; Gloria Valyan, Financial Coordinator 1	TaShawna Wilson, DBA; Amelia Villalon, Admin Coord; Nisho Khan, Prog Coord; Gloria Valyan, Financial Coord
9	Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
10	Updating Cash Handling Procedures as needed.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
11	Consistent and efficient responses to inquiries.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
LONG DISTANCE / CELL PHONE CHARGES			
1	Forwarding employees long distance and cell phone charge reports.	Sally Zunker, Office Coordinator	Amelia Villalon, Administrative Coordinator
2	Ensuring employees review their long distance and/or cell phone charge reports.	Sally Zunker, Office Coordinator	Amelia Villalon, Administrative Coordinator
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Sally Zunker, Office Coordinator	Amelia Villalon, Administrative Coordinator
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
PROPERTY MANAGEMENT			

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1 Performing the annual inventory.	Amelia Villalon, Administrative Coordinator	TaShawna Wilson, DBA
2 Ensuring the annual inventory was completed correctly.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
3 Tagging equipment.	Amelia Villalon, Administrative Coordinator	Sally Zunker, Office Coordinator
4 Approving requests for removal of equipment from campus.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
DISCLOSURE FORMS		
1 Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
2 Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
3 Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	N/A	N/A
ACCOUNTS RECEIVABLE		
1 Extending of credit.	N/A	N/A
2 Billing.	N/A	N/A
3 Collection.	N/A	N/A
4 Recording.	N/A	N/A
5 Monitoring credit extended.	N/A	N/A
6 Approving write-offs.	N/A	N/A
NEGATIVE BALANCES		
1 Ensuring that all fund groups have positive fund equity at year-end.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
2 Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
DEPARTMENTAL COMPUTING		
1 Management of the departments' information technology resources.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
2 Ensuring that critical data back up occurs.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
3 Ensuring that procedures such as password controls are followed.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services
4 Reporting of suspected security violations.	TaShawna Wilson, DBA	Esmeralda Valdez, Director, University Business & Auxiliary Services