## Arte Publico Press Baseline Standards FY2013

Descrip DEPAR STAND 1	otion of Responsibility CTMENTAL POLICIES & PROCEDURES / BASELINE	Primary (Required)	Secondary (Optional)
STAND	TMENTAL DOLLGIES & DEOCEDLIBES / DASELINE	<b>U</b> \ <b>1</b> /	Secondary (Optional)
1	Ensuring the Departmental Policy and Procedures manual is	Nellie Gonzalez - DBA	
	Ensuring the Departmental Policy and Procedures manual is current.	Nellie Gonzalez - DBA	Marina Tristan - Asst. Director
2	Updating the Baseline Standards Form.	Nellie Gonzalez - DBA	Marina Histan - Asst. Director
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Nellie Gonzalez - DBA	
2	Reviewing cost center verifications.	Nellie Gonzalez - DBA	
3	Approving cost center verifications.	Nicolas Kanellos - Director	
4	Ensuring all cost centers are verified/approved on a timely basis.	Nellie Gonzalez - DBA	
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Nellie Gonzalez - DBA	
2	Ensuring the validity of travel and expense reimbursements.	Nellie Gonzalez - DBA	
3	Ensuring that goods and services are received and that timely payment is made.	Nellie Gonzalez - DBA	
4	Ensuring correct account coding on purchases documents.	Nellie Gonzalez - DBA	
5	Primary contact for inquiries to expenditure transactions.	Nellie Gonzalez - DBA	
PAYRO	DLL / HUMAN RESOURCES		
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Matthew Hall - Office Coordinator	Nellie Gonzalez - DBA
2	Reconciling bi-weekly leave accruals to the HR System.	Nellie Gonzalez - DBA	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Matthew Hall - Office Coordinator	Nellie Gonzalez - DBA
4	Ensuring all monthly leave is recorded and approved in the HR System.	Nellie Gonzalez - DBA	
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Nellie Gonzalez - DBA	
6	Completing termination clearance procedures.	Matthew Hall - Office Coordinator	Nellie Gonzalez - DBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Nellie Gonzalez - DBA	
8	Paycheck distribution.	Matthew Hall - Office Coordinator	Nellie Gonzalez - DBA
9	Maintaining departmental Personnel files.	Nellie Gonzalez - DBA	
10	Ensuring valid authorization of new hires.	Matthew Hall - Office Coordinator	Nellie Gonzalez - DBA
11	Ensuring valid authorization of changes in compensation rates.	Nellie Gonzalez - DBA	
12	Ensuring the accurate input of changes to the HR System.	Nellie Gonzalez - DBA	
13	Propriety of leave account classification on time records.	Nellie Gonzalez - DBA	
14	Consistent and efficient responses to inquiries.	Nellie Gonzalez - DBA	
CASH!	HANDLING		

## Arte Publico Press Baseline Standards FY2013

Description of Responsibility   Scendary (Required)   Secondary (Optical Collecting cash, checks, etc.   Sylvia Rodriguez - Financial Asst Maniem Moore-Allen - Supervisor	Sales
Supervisor   Supervisor   Supervisor   Nellie Gonzalez - DBA	
2 Reconciling cash, checks, etc. to receipts.  3 Preparing deposits.  4 Preparing Journal Entries.  5 Verifying deposits posted correctly in the Finance System.  6 Adequacy of physical safeguards.  7 Transporting deposits 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 training.  10 Distribution of Cash Handling Procedures to employees who handle cash.  11 Preparing petty cash disbursements.  12 Ensuring petty cash disbursements are not for more than \$100.  13 Ensuring petty cash disbursements.  4 Approving petty cash disbursements.  5 Nellie Gonzalez - DBA  6 Adequacy of physical safeguards.  6 Adequacy of physical safeguards.  6 Matthew Hall - Office Coordinator  7 Transporting deposits to Student Financial Services.  1 UPD  1 Matthew Hall - Office Coordinator  2 Coordinator  2 Coordinator  3 Nellie Gonzalez - DBA  4 Nellie Gonzalez - DBA  5 Nellie Gonzalez - DBA  6 Nellie Gonzalez - DBA  6 Nellie Gonzalez - DBA  7 Nellie Gonzalez - DBA  8 Ensuring all employees who handle cash have completed Cash Nellie Gonzalez - DBA  8 Nellie Gonzalez - DBA  9 Distribution of Cash Handling Procedures to employees who handle cash.  10 Nellie Gonzalez - DBA  11 Nortice  12 Nellie Gonzalez - DBA  12 Nellie Gonzalez - DBA  13 Ensuring petty cash disbursements.  14 Approving petty cash disbursements are mode for only authorized N/A  15 Replenishing the petty cash fund imply.  16 Ensuring the petty cash fund is balanced after each disbursement.  17 Manager review of long distance charges for unusual activity.  18 Nellie Gonzalez - DBA  19 Nellie Gonzalez - DBA  10 Nellie Gonzalez - DBA  10 Nellie Gonzalez - DBA  11 Manager review of long distance charges for unusual activity.  11 Manager review of long distance charges for unusual activity.  12 Ensuring personal calls are reimbursed within 10 days from the billing	
Preparing deposits.   Matthew Hall - Office Coordinator   Nellie Gonzalez - DBA	
Preparing Journal Entries.   Matthew Hall - Office Coordinator   Nellie Gonzalez - DBA	
Solution   Security	
Transporting deposits to Student Financial Services.  Transporting deposits are made timely.  Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.  Updating Cash Handling Procedures as needed.  Distribution of Cash Handling Procedures to employees who handle cash.  Coordinator  Distribution of Cash Handling Procedures to employees who handle cash.  Consistent and efficient responses to inquiries.  PETTY CASH  Preparing petty cash disbursements.  N/A  Ensuring petty cash disbursements are not for more than \$100.  Ensuring petty cash disbursements are made for only authorized purposes.  Approving petty cash disbursements.  N/A  Preparing the petty cash fund timely.  Approving the petty cash fund is balanced after each disbursement.  Matthew Hall - Office Coordinator  Nellie Gonzalez - DBA  N/A  N/A  Preparing petty cash disbursements are not for more than \$100.  N/A  Bensuring petty cash disbursements are made for only authorized purposes.  Approving petty cash disbursements.  N/A  Manager review of long distance charges for unusual activity.  Nellie Gonzalez - DBA  Nellie Gonzalez - DBA  N/A  N/A  Bensuring the petty cash fund is balanced after each disbursement.  N/A  Manager review of long distance charges for unusual activity.  Nellie Gonzalez - DBA  Nellie Gonzalez - DBA	
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billing date.	
CONTRACT ADMINISTRATION	
1 Ensuring departmental personnel comply with contract administration policies/procedures.  Matthew Hall - Office Nellie Gonzalez - DBA Coordinator	
PROPERTY MANAGEMENT	
1 Performing the annual inventory. Matthew Hall - Office Coordinator Nellie Gonzalez - DBA	
2 Ensuring the annual inventory was completed correctly. Matthew Hall - Office Coordinator Nellie Gonzalez - DBA	
3 Tagging equipment. Matthew Hall - Office Coordinator Nellie Gonzalez - DBA	
4 Approving requests for removal of equipment from campus. Nellie Gonzalez - DBA	
DISCLOSURE FORMS	

## Arte Publico Press Baseline Standards FY2013

		Responsible Perso	Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)	
1	Ensuring all employees with purchasing influence complete the			
	annual Related Party disclosure statement online.			
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Nellie Gonzalez - DBA		
	complete the Consulting disclosure statement online.			
3	Ensuring that all Principal and Co-Principal Investigators	Nellie Gonzalez - DBA		
	complete the annual Conflict of Interest disclosure statement for			
	the Division of Research.			
ACCO	UNTS RECEIVABLE			
1	Extending of credit.	Maxine Moore-Allen - Sales		
		Supervisor	Nellie Gonzalez - DBA	
2	Billing.	Sylvia Rodriguez - Financial Asst	Maxine Moore-Allen - Sales Supervisor	
3	Collection.	Maxine Moore-Allen - Sales		
		Supervisor	Nellie Gonzalez - DBA	
4	Recording.	Sylvia Rodriguez - Financial Asst	Maxine Moore-Allen - Sales	
			Supervisor	
5	Monitoring credit extended.	Maxine Moore-Allen - Sales		
		Supervisor	Nellie Gonzalez - DBA	
6	Approving write-offs.	Nicolas Kanellos - Director		
NEGA'	TIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive	Nellie Gonzalez - DBA		
	fund equity at year-end.			
2	Ensuring that research expenditures are covered by funds from	Nellie Gonzalez - DBA		
	sponsors.			
DEPAI	RTMENTAL COMPUTING			
1	Management of the departments' information technology	Matthew Hall - Office		
	resources.	Coordinator	Nellie Gonzalez - DBA	
2	Ensuring that critical data back up occurs.	Matthew Hall - Office		
		Coordinator	Nellie Gonzalez - DBA	
3	Ensuring that procedures such as password controls are	Matthew Hall - Office		
	followed.	Coordinator	Nellie Gonzalez - DBA	
4	Reporting of suspected security violations.	Matthew Hall - Office		
		Coordinator	Nellie Gonzalez - DBA	