Jack J. Valenti School of Communication
Baseline Standards
FY2013

	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.	Cecilia Rodriguez,DBA	
2	Updating the Baseline Standards Form.	Cecilia Rodriguez,DBA	
	FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Cecilia Rodriguez,DBA	
2	Reviewing cost center verifications.	Cecilia Rodriguez,DBA	
3	Approving cost center verifications.	Beth Olson,Director	
4	Ensuring all cost centers are verified/approved on a timely basis.	Cecilia Rodriguez,DBA	
	FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Cecilia Rodriguez,DBA	
2	Ensuring the validity of travel and expense reimbursements.	Cecilia Rodriguez,DBA	Martha Arenas,Admin Coord.
3	Ensuring that goods and services are received and that timely payment is made.	Mariana Medellin,Office Asst. II	Cecilia Rodriguez,DBA
4	Ensuring correct account coding on purchases documents.	Cecilia Rodriguez,DBA	Mariana Medellin,Office Asst. II
5	Primary contact for inquiries to expenditure transactions.	Cecilia Rodriguez,DBA	Mariana Medellin,Office Asst. II
	PAYROLL / HUMAN RESOURCES		
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Martha Arenas,Admin Coord.	Cecilia Rodriguez,DBA
2	Reconciling bi-weekly leave accruals to the HR System.	Martha Arenas,Admin Coord.	Cecilia Rodriguez,DBA
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Martha Arenas,Admin Coord.	Cecilia Rodriguez,DBA
4	Ensuring all monthly leave is recorded and approved in the HR System.	Cecilia Rodriguez,DBA	Martha Arenas,Admin Coord.
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Martha Arenas,Admin Coord.	Cecilia Rodriguez,DBA
6	Completing termination clearance procedures.	Martha Arenas,Admin Coord.	Cecilia Rodriguez,DBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Martha Arenas,Admin Coord.	Cecilia Rodriguez,DBA
8	Paycheck distribution.	NA	
9	Maintaining departmental Personnel files.	Martha Arenas,Admin Coord.	Cecilia Rodriguez,DBA
10	Ensuring valid authorization of new hires.	Beth Olson,Director	Cecilia Rodriguez,DBA
11	Ensuring valid authorization of changes in compensation rates.	Beth Olson,Director	Cecilia Rodriguez,DBA
12	Ensuring the accurate input of changes to the HR System.	Martha Arenas,Admin Coord.	Cecilia Rodriguez,DBA
13	Propriety of leave account classification on time records.	Martha Arenas,Admin Coord.	Cecilia Rodriguez,DBA
14	Consistent and efficient responses to inquiries.	Martha Arenas,Admin Coord.	Cecilia Rodriguez,DBA
	CASH HANDLING		

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
1	Collecting cash, checks, etc.	Mariana Medellin,Office Asst. II	
2	Reconciling cash, checks, etc. to receipts.	Cecilia Rodriguez,DBA	Martha Arenas,Admin Coord.
3	Preparing deposits.	Mariana Medellin,Office Asst. II	
4	Preparing Journal Entries.	Mariana Medellin, Office Asst. II	
5	Verifying deposits posted correctly in the Finance System.	Cecilia Rodriguez,DBA	
6	Adequacy of physical safeguards.	Mariana Medellin,Office Asst. II	Cecilia Rodriguez,DBA
7	Transporting deposits to Student Financial Services.	N/A	
8	Ensuring deposits are made timely.	Mariana Medellin,Office Asst. II	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Cecilia Rodriguez,DBA	
10	Updating Cash Handling Procedures as needed.	Cecilia Rodriguez,DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Cecilia Rodriguez,DBA	
12	Consistent and efficient responses to inquiries.	Mariana Medellin,Office Asst. II	Cecilia Rodriguez,DBA
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 CHARGES			
1	Manager review of long distance charges for unusual activity.	Cecilia Rodriguez,DBA	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Cecilia Rodriguez,DBA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Martha Arenas,Admin Coord.	Cecilia Rodriguez,DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Shawn McCombs, Lan Admin/Ward Booth Media Prod	
2	Ensuring the annual inventory was completed correctly.	Shawn McCombs, Lan Admin/Ward Booth Media Prod	Cecilia Rodriguez,DBA
3	Tagging equipment.	Shawn McCombs, Lan Admin/Ward Booth Media Prod	
4	Approving requests for removal of equipment from campus.	Cecilia Rodriguez,DBA	
DISCLOSURE FORMS			

		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.	Cecilia Rodriguez,DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Cecilia Rodriguez,DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Cecilia Rodriguez,DBA	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Cecilia Rodriguez,DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Cecilia Rodriguez,DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Shawn McCombs, Lan Admin	
2	Ensuring that critical data back up occurs.	Shawn McCombs, Lan Admin	
3	Ensuring that procedures such as password controls are followed.	Shawn McCombs, Lan Admin	
4	Reporting of suspected security violations.	Shawn McCombs, Lan Admin	