DEPARTMENT OF COMMUNICATION SCIENCES DISORDERS Baseline Standards FY 2013

| DEPARTI STANDAI 1 En cu 2 U FINANCLI 1 Pr 2 Ro 3 A 4 En ba FINANCLI 1 En 2 En 3 En pa 4 En 5 Pr PAYROLI 1 Ro ef 2 Ro 3 En pa 4 En ba 5 Pr PAYROLI 5 Pr PAYROLI 5 Pr PAYROLI 5 Pr PAYROLI 6 Co 6 Co 7 En de 8 Pa | ion of Responsibility MENTAL POLICIES & PROCEDURES / BASELINE ARDS Ensuring the Departmental Policy and Procedures manual is current. Updating the Baseline Standards Form. IAL REPORTING - COST CENTER VERIFICATIONS Preparing cost center verifications. Reviewing cost center verifications. Approving cost center verifications. Ensuring all cost centers are verified/approved on a timely pasis. IAL REPORTING - EXPENDITURE TRANSACTIONS Ensuring valid authorization of purchase documents. Ensuring the validity of travel and expense reimbursements. | Primary (Required) GEOFFREY PIERCE Dept. Business Administrator GEOFFREY PIERCE Dept. Business Administrator GEOFFREY PIERCE Dept. Business Administrator LYNN MAHER Department Chair GEOFFREY PIERCE Dept. Business Administrator GEOFFREY PIERCE Dept. Business Administrator | Secondary (Optional) LYNN MAHER Department Chair LYNN MAHER Department Chair LYNN MAHER Department Chair LYNN MAHER Department Chair |
|---|--|---|--|
| STANDAI 1 Ei 2 U FINANCLI 1 Pi 2 Ri 3 A 4 Ei 5 Pi PAYROLI Pi 1 Ri 2 Ri 3 Ei 3 Ei 7 Ei 3 Ei 9 PAYROLI 1 Ri 6 Ci 7 Ei 8 Pi | ARDS Ensuring the Departmental Policy and Procedures manual is current. Updating the Baseline Standards Form. IAL REPORTING - COST CENTER VERIFICATIONS Preparing cost center verifications. Reviewing cost center verifications. Approving cost center verifications. Ensuring all cost centers are verified/approved on a timely basis. IAL REPORTING - EXPENDITURE TRANSACTIONS Ensuring valid authorization of purchase documents. | Dept. Business Administrator GEOFFREY PIERCE Dept. Business Administrator GEOFFREY PIERCE Dept. Business Administrator LYNN MAHER Department Chair LYNN MAHER Department Chair GEOFFREY PIERCE Dept. Business Administrator GEOFFREY PIERCE | Department Chair LYNN MAHER Department Chair LYNN MAHER Department Chair LYNN MAHER |
| 1 Ei 2 U FINANCL 1 Pi 2 Ri 3 A 4 Ei 5 Pi PAYROLI Pi 1 Ri 2 Ri 3 Ei 3 Ei 7 Ei 5 Ri 6 Ci 7 Ei 8 Pi | Ensuring the Departmental Policy and Procedures manual is current. Updating the Baseline Standards Form. IAL REPORTING - COST CENTER VERIFICATIONS Preparing cost center verifications. Reviewing cost center verifications. Approving cost center verifications. Ensuring all cost centers are verified/approved on a timely basis. IAL REPORTING - EXPENDITURE TRANSACTIONS Ensuring valid authorization of purchase documents. | Dept. Business Administrator GEOFFREY PIERCE Dept. Business Administrator GEOFFREY PIERCE Dept. Business Administrator LYNN MAHER Department Chair LYNN MAHER Department Chair GEOFFREY PIERCE Dept. Business Administrator GEOFFREY PIERCE | Department Chair LYNN MAHER Department Chair LYNN MAHER Department Chair LYNN MAHER |
| cu2UFINANCLI1Pr2Ri3A4Enba7En2En3En2En3En4En5PrPAYROLI1Ri2Ri3En5Ri6Ci7En8Pa | Eurrent. Updating the Baseline Standards Form. IAL REPORTING - COST CENTER VERIFICATIONS Preparing cost center verifications. Reviewing cost center verifications. Approving cost center verifications. Ensuring all cost centers are verified/approved on a timely basis. IAL REPORTING - EXPENDITURE TRANSACTIONS Ensuring valid authorization of purchase documents. | Dept. Business Administrator GEOFFREY PIERCE Dept. Business Administrator GEOFFREY PIERCE Dept. Business Administrator LYNN MAHER Department Chair LYNN MAHER Department Chair GEOFFREY PIERCE Dept. Business Administrator GEOFFREY PIERCE | Department Chair LYNN MAHER Department Chair LYNN MAHER Department Chair LYNN MAHER |
| 2UFINANCL1Pr2Rd3A4EnbaFINANCL1En2En3En4En5PrPAYROLI1Rd2Rd3En2Rd4En5Rd6Cd7En8Pa | Updating the Baseline Standards Form. IAL REPORTING - COST CENTER VERIFICATIONS Preparing cost center verifications. Reviewing cost center verifications. Approving cost center verifications. Ensuring all cost centers are verified/approved on a timely basis. IAL REPORTING - EXPENDITURE TRANSACTIONS Ensuring valid authorization of purchase documents. | GEOFFREY PIERCE Dept. Business Administrator GEOFFREY PIERCE Dept. Business Administrator LYNN MAHER Department Chair LYNN MAHER Department Chair GEOFFREY PIERCE Dept. Business Administrator GEOFFREY PIERCE | LYNN MAHER Department Chair LYNN MAHER Department Chair LYNN MAHER |
| FINANCLI 1 Pr 2 Rd 3 A 4 En ba FINANCLI 1 En 2 En 3 En pa 4 En 5 Pr PAYROLI 1 Rd ef 2 Rd 3 En pa 4 En 5 Pr PAYROLI 1 Rd ef 2 Rd 6 Cd 7 En de 8 Pa | IAL REPORTING - COST CENTER VERIFICATIONS Preparing cost center verifications. Reviewing cost center verifications. Approving cost center verifications. Ensuring all cost centers are verified/approved on a timely basis. IAL REPORTING - EXPENDITURE TRANSACTIONS Ensuring valid authorization of purchase documents. | Dept. Business Administrator GEOFFREY PIERCE Dept. Business Administrator LYNN MAHER Department Chair LYNN MAHER Department Chair GEOFFREY PIERCE Dept. Business Administrator GEOFFREY PIERCE | Department Chair LYNN MAHER Department Chair LYNN MAHER |
| 1 Pr 2 Rd 3 A 4 En ba FINANCLI 1 En 2 En 3 En 3 En 3 En 4 En 5 Pr PAYROLI ef 2 Rd 3 En 2 Rd 3 En 9 PAYROLI 1 Rd 3 En 9 Payroll 1 Rd 5 Rd 6 Cd 7 En 6 Cd 7 En 8 Pa | Preparing cost center verifications. Reviewing cost center verifications. Approving cost center verifications. Ensuring all cost centers are verified/approved on a timely basis. IAL REPORTING - EXPENDITURE TRANSACTIONS Ensuring valid authorization of purchase documents. | GEOFFREY PIERCE Dept. Business Administrator LYNN MAHER Department Chair LYNN MAHER Department Chair GEOFFREY PIERCE Dept. Business Administrator GEOFFREY PIERCE | LYNN MAHER Department Chair LYNN MAHER |
| 1 Pr 2 Rd 3 A 4 En ba FINANCLI 1 En 2 En 3 En 3 En 3 En 4 En 5 Pr PAYROLI ef 2 Rd 3 En 2 Rd 3 En 9 PAYROLI 1 Rd 3 En 9 Payroll 1 Rd 5 Rd 6 Cd 7 En 6 Cd 7 En 8 Pa | Preparing cost center verifications. Reviewing cost center verifications. Approving cost center verifications. Ensuring all cost centers are verified/approved on a timely basis. IAL REPORTING - EXPENDITURE TRANSACTIONS Ensuring valid authorization of purchase documents. | Dept. Business Administrator LYNN MAHER Department Chair LYNN MAHER Department Chair GEOFFREY PIERCE Dept. Business Administrator GEOFFREY PIERCE | Department Chair |
| 2 Ri 3 A 4 Ei 5 Pi 1 Ei 3 Ei 3 Ei 9 PAYROLI 1 Ri 3 Ei 9 PAYROLI 1 Ri 3 Ei 9 PAYROLI 1 Ri 3 Ei 9 F 1 Ri 6 Ci 7 Ei 8 Pa | Reviewing cost center verifications. Approving cost center verifications. Ensuring all cost centers are verified/approved on a timely basis. IAL REPORTING - EXPENDITURE TRANSACTIONS Ensuring valid authorization of purchase documents. | Dept. Business Administrator LYNN MAHER Department Chair LYNN MAHER Department Chair GEOFFREY PIERCE Dept. Business Administrator GEOFFREY PIERCE | Department Chair |
| 2 Ri 3 A 4 Ei 5 Pi 1 Ei 3 Ei 3 Ei 9 PAYROLI 1 Ri 3 Ei 9 PAYROLI 1 Ri 3 Ei 9 PAYROLI 1 Ri 3 Ei 9 F 1 Ri 6 Ci 7 Ei 8 Pa | Reviewing cost center verifications. Approving cost center verifications. Ensuring all cost centers are verified/approved on a timely basis. IAL REPORTING - EXPENDITURE TRANSACTIONS Ensuring valid authorization of purchase documents. | Dept. Business Administrator LYNN MAHER Department Chair LYNN MAHER Department Chair GEOFFREY PIERCE Dept. Business Administrator GEOFFREY PIERCE | Department Chair |
| 3 A 4 En ba Ba FINANCLI 1 2 En 3 En 3 En 4 En 5 Pn PAYROLI 1 1 Ro 3 En 2 Ro 3 En 9 Payroll 1 Ro 3 En 9 Payroll 1 Ro 6 Co 7 En 6 Co 7 En 8 Pa | Approving cost center verifications. Ensuring all cost centers are verified/approved on a timely basis. IAL REPORTING - EXPENDITURE TRANSACTIONS Ensuring valid authorization of purchase documents. | LYNN MAHER Department Chair LYNN MAHER Department Chair GEOFFREY PIERCE Dept. Business Administrator GEOFFREY PIERCE | LYNN MAHER |
| 3 A 4 En ba Ba FINANCLI 1 2 En 3 En 2 En 3 En 4 En 5 Pn PAYROLI 1 1 Ro 3 En 2 Ro 3 En 9 Payroll 1 Ro 3 En 9 Payroll 1 Ro 6 Co 7 En 6 Co 7 En 8 Pa | Approving cost center verifications. Ensuring all cost centers are verified/approved on a timely basis. IAL REPORTING - EXPENDITURE TRANSACTIONS Ensuring valid authorization of purchase documents. | LYNN MAHER Department Chair GEOFFREY PIERCE Dept. Business Administrator GEOFFREY PIERCE | |
| 4 Ei ba ba FINANCLI 1 2 Ei 3 Ei 98 Pa | Ensuring all cost centers are verified/approved on a timely basis. IAL REPORTING - EXPENDITURE TRANSACTIONS Ensuring valid authorization of purchase documents. | LYNN MAHER Department Chair GEOFFREY PIERCE Dept. Business Administrator GEOFFREY PIERCE | |
| 4 Ei ba ba FINANCLI 1 2 Ei 3 Ei 98 Pa | Ensuring all cost centers are verified/approved on a timely basis. IAL REPORTING - EXPENDITURE TRANSACTIONS Ensuring valid authorization of purchase documents. | GEOFFREY PIERCE Dept. Business Administrator GEOFFREY PIERCE | |
| ba FINANCL 1 En 2 En 3 En 4 En 5 Pn PAYROLI 1 1 Ro 3 En 92 So 4 En 5 Ro 4 En 5 Ro 6 Co 7 En 6 Co 8 Pa | Dasis. IAL REPORTING - EXPENDITURE TRANSACTIONS Ensuring valid authorization of purchase documents. | Dept. Business Administrator GEOFFREY PIERCE | |
| FINANCL 1 EI 2 EI 3 EI 7 A EI 7 PAYROLI 1 Ro ef 2 Ro 3 EI 7 A EI 5 PI PAYROLI 1 Ro ef 6 Co 7 EI 6 Co 7 EI 6 Ro 8 Pa | IAL REPORTING - EXPENDITURE TRANSACTIONS Ensuring valid authorization of purchase documents. | GEOFFREY PIERCE | Department Chair |
| 1 En 2 En 3 En 4 En 5 Pn PAYROLI 1 1 Ro 2 Ro 3 En 7 En 6 Co 7 En 8 Pa | Ensuring valid authorization of purchase documents. | | |
| 2 En 3 En pa 4 En 5 Pn PAYROLI 1 Ro ef 2 Ro 3 En Pa 4 En 5 Ro ef 6 Co 7 En de 8 Pa | | | |
| 2 En 3 En pa 4 En 5 Pn PAYROLI 1 Ro ef 2 Ro 3 En Pa 4 En 5 Ro ef 6 Co 7 En de 8 Pa | | | |
| 3 E1 pa 4 5 Pr 7 E1 2 Rd 3 E1 Pa Pa 3 E1 Pa Fa 6 Cd 7 E1 det Pa | Ensuring the validity of travel and expense reimbursements. | Dept. Business Administrator | LYNN MAHER |
| 3 E1 pa 4 5 Pr 5 Pr 1 Ri 2 Ri 3 E1 Pa Pa 3 E1 92 Ri 3 E1 92 Ri 6 Ci 7 E1 6 Ci 7 E1 8 Pa | Ensuring the validity of travel and expense reimbursements. | | Department Chair |
| pa 4 Ei 5 Pr PAYROLI 1 Ri 2 Ri 3 Ei 2 Ri 3 Ei 5 Ri 6 Ci 7 Ei 6 Ri 8 Pa | | GEOFFREY PIERCE | LYNN MAHER |
| pa 4 Ei 5 Pr PAYROLI 1 Ri 2 Ri 3 Ei 2 Ri 3 Ei 5 Ri 6 Ci 7 Ei 6 Ri 8 Pa | | Dept. Business Administrator | Department Chair |
| 4 En 5 Pr 5 Pr 1 Ru 1 Ru 2 Ru 3 En 2 Ru 3 En 4 En 5 Ru 6 Cu 7 En 6 Cu 8 Pa | Ensuring that goods and services are received and that timely | GEOFFREY PIERCE | LYNN MAHER |
| 5 Pr PAYROLI 1 Re 2 Re 3 E1 Pa Pa 4 En 5 Re 6 Ce 7 En de Pa 8 Pa | bayment is made. | Dept. Business Administrator GEOFFREY PIERCE | Department Chair |
| PAYROLI 1 Roder 2 Roder 3 En Pa 4 En Sy 5 Roder 6 Co 7 En de 8 Pa | Ensuring correct account coding on purchases documents. | OB011102111ERCE | LYNN MAHER |
| PAYROLI 1 Roder 2 Roder 3 En Pa 4 En Sy 5 Roder 6 Co 7 En de 8 Pa | | Dept. Business Administrator GEOFFREY PIERCE | Department Chair LYNN MAHER |
| 1Ri ef2Ri3Ei9Pa4Ei5Ri eF5Ri eF6Ci7Eide8Pa | Primary contact for inquiries to expenditure transactions. | | |
| 1 Ru 2 Ru 3 Eu 3 Eu 4 Eu 5 Ru 6 Cu 7 Eu 8 Pa | L / HUMAN RESOURCES | Dept. Business Administrator | Department Chair |
| ef 2 Ro 3 En Pa 4 En Sy 5 Ro eF ve 6 Co 7 En de 8 Pa | L/HUMAN RESOURCES | | |
| ef 2 Ro 3 En Pa 4 En Sy 5 Ro eF ve 6 Co 7 En de 8 Pa | Reconciling approved bi-weekly leave requests to time and | JASMINE NGUYEN | GEOFFREY PIERCE |
| 2 Ru 3 Eu Pa 4 Eu Sy 5 Ru eF ve 6 Cu 7 Eu de 8 Pa | effort reports. | Financial Coordinator 1 | Dept. Business Administrator |
| 3 Ei Pa 4 Ei Sy 5 Ra eF ve 6 Ca 7 Ei de 8 Pa | Reconciling bi-weekly leave accruals to the HR System. | JASMINE NGUYEN | GEOFFREY PIERCE |
| Pa 4 Ei 5 Ra 6 Ca 7 Ei dee 8 Pa | cooliciting of weekly leave accruais to the fire bystem. | Financial Coordinator 1 | Dept. Business Administrator |
| Pa 4 Ei 5 Ra 6 Ca 7 Ei de 8 | Ensuring all bi-weekly time and effort reports are submitted to | | GEOFFREY PIERCE |
| 4 Er Sy 5 Re eF ve 6 Co 7 Er de 8 Pa | Payroll. | | Dept. Business Administrator |
| 5 Rd eF ve 6 Cd 7 E1 de 8 Pa | Ensuring all monthly leave is recorded and approved in the HR | GEOFFREY PIERCE | LYNN MAHER |
| eF ve 6 Co 7 Ei de 8 Pa | System. | Dept. Business Administrator | Department Chair |
| 6 Co 7 En 8 Pa | Reconciling time and effort reports (bi-weekly employees) and | JACKIE MCWHIRT | GEOFFREY PIERCE |
| 6 Co 7 En de 8 Pa | PARs (monthly employees) to the trial and final payroll | Office Coordinator | Dept. Business Administrator |
| 7 Ei de 8 Pa | verification reports. | | - |
| de 8 Pa | Completing termination clearance procedures. | JASMINE NGUYEN | GEOFFREY PIERCE |
| de 8 Pa | | Financial Coordinator 1 | Dept. Business Administrator |
| 8 Pa | Ensuring terminated employees are no longer charged to | GEOFFREY PIERCE | LYNN MAHER |
| | lepartmental cost centers. | Dept. Business Administrator | Department Chair |
| | Paycheck distribution. | Treasurer's Office | |
| | | | GEOFEDEN DED CE |
| 9 M | Maintaining departmental Personnel files. | JASMINE NGUYEN | GEOFFREY PIERCE |
| 10 5 | | Financial Coordinator 1 | Dept. Business Administrator |
| 10 Eı | Travella outhouization of a bin | GEOFFREY PIERCE | LYNN MAHER |
| 11 Eı | Ensuring valid authorization of new hires. | Dept. Business Administrator GEOFFREY PIERCE | Department Chair LYNN MAHER |
| | | Dept. Business Administrator | Department Chair |
| 12 Ei | Ensuring valid authorization of new hires. Ensuring valid authorization of changes in compensation rates. | JASMINE NGUYEN | GEOFFREY PIERCE |
| | Ensuring valid authorization of changes in compensation rates. | | Dept. Business Administrator |
| 13 Pr | | | LYNN MAHER |
| | Ensuring valid authorization of changes in compensation rates. Ensuring the accurate input of changes to the HR System. | Financial Coordinator 1 | Department Chair |
| 14 C | Ensuring valid authorization of changes in compensation rates. | Financial Coordinator 1 GEOFFREY PIERCE | |
| 17 0 | Ensuring valid authorization of changes in compensation rates. Ensuring the accurate input of changes to the HR System. Propriety of leave account classification on time records. | Financial Coordinator 1 GEOFFREY PIERCE Dept. Business Administrator | GEOFFREY PIFRCF |
| CASH HA | Ensuring valid authorization of changes in compensation rates. Ensuring the accurate input of changes to the HR System. | Financial Coordinator 1 GEOFFREY PIERCE Dept. Business Administrator JASMINE NGUYEN | GEOFFREY PIERCE Dept. Business Administrator |
| | Ensuring valid authorization of changes in compensation rates. Ensuring the accurate input of changes to the HR System. Propriety of leave account classification on time records. | Financial Coordinator 1 GEOFFREY PIERCE Dept. Business Administrator | GEOFFREY PIERCE Dept. Business Administrator |

DEPARTMENT OF COMMUNICATION SCIENCES DISORDERS Baseline Standards FY 2013

| | | | son(s) (Name/Title) |
|-------------------------------|--|---|---|
| Description of Responsibility | | Primary (Required) | Secondary (Optional) |
| 1 | Collecting cash, checks, etc. | LEONARD, MCWHIRT, | GEOFFREY PIERCE |
| | | BRUCE, PIERCE, NGUYEN | Dept. Business Administrator |
| 2 | Reconciling cash, checks, etc. to receipts. | JACKIE MCWHIRT | GEOFFREY PIERCE |
| | | Office Coord. | Dept. Business Administrator |
| 3 | Preparing deposits. | JASMINE NGUYEN | GEOFFREY PIERCE |
| | | Financial Coordinator 1 | Dept. Business Administrator |
| 4 | Preparing Journal Entries. | JASMINE NGUYEN | GEOFFREY PIERCE |
| | | Financial Coordinator 1 | Dept. Business Administrator |
| | Verifying deposits posted correctly in the Finance System. | GEOFFREY PIERCE | |
| | · ···· · ··· · · · · · · · · · · · · · | Dept. Business Administrator | |
| 6 | Adequacy of physical safeguards. | GEOFFREY PIERCE | |
| 0 | racquacy of physical saleguards. | Dept. Business Administrator | |
| 7 | Transporting deposits to Student Financial Services. | UH POLICE | |
| / | Transporting deposits to Student Financial Services. | UHPOLICE | |
| 0 | | CEOFEDEN DIED CE | |
| 8 | Ensuring deposits are made timely. | GEOFFREY PIERCE | |
| | | Dept. Business Administrator | |
| | Ensuring all employees who handle cash have completed Cash | JACKIE MCWHIRT | GEOFFREY PIERCE |
| | Security Procedures or Cash Deposit and Security Procedures | Office Coordinator | Dept. Business Administrator |
| 9 | training. | | |
| | Updating Cash Handling Procedures as needed. | GEOFFREY PIERCE | GEOFFREY PIERCE |
| 10 | | Dept. Business Administrator | Dept. Business Administrator |
| | Distribution of Cash Handling Procedures to employees who | GEOFFREY PIERCE | GEOFFREY PIERCE |
| 11 | handle cash. | Dept. Business Administrator | Dept. Business Administrator |
| | Consistent and efficient responses to inquiries. | JASMINE NGUYEN | GEOFFREY PIERCE |
| 12 | consistent and efficient responses to inquiries. | Financial Coordinator 1 | Dept. Business Administrator |
| | CASH | | Dept. Busiliess Administrator |
| EIII | САЗН | | |
| 1 | Preparing petty cash disbursements. | NA | |
| 1 | Preparing petty cash disdursements. | NA | |
| 2 | | NT A | |
| 2 | Ensuring petty cash disbursements are not for more than \$100. | NA | |
| - | | | |
| 3 | Ensuring petty cash disbursements are made for only authorized | NA | |
| | purposes. | | |
| 4 | Approving petty cash disbursements. | NA | |
| | | | |
| 5 | Replenishing the petty cash fund timely. | NA | |
| | | | |
| 6 | Ensuring the petty cash fund is balanced after each | NA | |
| | disbursement. | | |
| ONG | DISTANCE CHARGES | | |
| | | | |
| 1 | Manager review of long distance charges for unusual activity. | JASMINE NGUYEN | GEOFFREY PIERCE |
| 1 | intering of review of rong distance charges for unusual activity. | | |
| ~ | Encurring normanal calls are main-burned within 10 days for d | Financial Coordinator 1 | Dept. Business Administrator |
| 2 | Ensuring personal calls are reimbursed within 10 days from the | | GEOFFREY PIERCE |
| 201777 | billing date. | Financial Coordinator 1 | Dept. Business Administrator |
| JONTI | RACT ADMINISTRATION | | |
| | | | |
| 1 | Ensuring departmental personnel comply with contract | J. MCWHIRT, Off. Coord.; | GEOFFREY PIERCE |
| | administration policies/procedures. | J. NGUYEN, Fin. Coord. 1 | Dept. Business Administrator |
| PROPE | RTY MANAGEMENT | | |
| | | | |
| 1 | Performing the annual inventory. | JASMINE NGUYEN | GEOFFREY PIERCE |
| | | Financial Coordinator 1 | Dept. Business Administrator |
| 2 | Ensuring the annual inventory was completed correctly. | JASMINE NGUYEN | GEOFFREY PIERCE |
| 2 | Ensuring the annual inventory was completed correctly. | Financial Coordinator 1 | Dept. Business Administrator |
| 2 | | | GEOFFREY PIERCE |
| | | | ILTELLEVEV DIEDCE |
| 2 | Tagging equipment. | JASMINE NGUYEN | |
| 3 | | Financial Coordinator 1 | Dept. Business Administrator |
| | Tagging equipment. Approving requests for removal of equipment from campus. | Financial Coordinator 1 JASMINE NGUYEN | Dept. Business Administrator GEOFFREY PIERCE |
| 3 | | Financial Coordinator 1 | Dept. Business Administrator |
| 3 | | Financial Coordinator 1 JASMINE NGUYEN | Dept. Business Administrator GEOFFREY PIERCE |

DEPARTMENT OF COMMUNICATION SCIENCES DISORDERS Baseline Standards FY 2013

| | | Responsible Person(s) (Name/Title) | |
|-------------------------------|---|------------------------------------|------------------------------|
| Description of Responsibility | | Primary (Required) | Secondary (Optional) |
| 1 | Ensuring all employees with purchasing influence complete the | J. MCWHIRT, Off. Coord.; | GEOFFREY PIERCE |
| | annual Related Party disclosure statement online. | M. LEONARD, Off. Asst. 1 | Dept. Business Administrator |
| 2 | Ensuring all full time, benefits eligible, exempt faculty and staff | J. MCWHIRT, Off. Coord.; | GEOFFREY PIERCE |
| | complete the Consulting disclosure statement online. | M. LEONARD, Off. Asst. 1 | Dept. Business Administrator |
| 3 | Ensuring that all Principal and Co-Principal Investigators | J. MCWHIRT, Off. Coord.; | GEOFFREY PIERCE |
| | complete the annual Conflict of Interest disclosure statement for | M. LEONARD, Off. Asst. 1 | Dept. Business Administrator |
| | the Division of Research. | | - |
| ACCO | UNTS RECEIVABLE | | |
| 1 | Extending of credit. | GEOFFREY PIERCE | MELISSA BRUCE |
| | | Dept. Business Administrator | Clinic Director |
| 2 | Billing. | J. NGUYEN, Fin. Coord. 1; | GEOFFREY PIERCE |
| | | M. LEONARD, Off. Asst. 1 | Dept. Business Administrator |
| 3 | Collection. | J. NGUYEN, Fin. Coord. 1; | GEOFFREY PIERCE |
| | | M. LEONARD, Off. Asst. 1 | Dept. Business Administrator |
| 4 | Recording. | J. MCWHIRT, Off. Coord.; | GEOFFREY PIERCE |
| | | M. LEONARD, Off. Asst. 1 | Dept. Business Administrator |
| 5 | Monitoring credit extended. | GEOFFREY PIERCE | MELISSA BRUCE |
| | | Dept. Business Administrator | Clinic Director |
| 6 | Approving write-offs. | GEOFFREY PIERCE | M. BRUCE, Clinic Director |
| | | Dept. Business Administrator | L. MAHER, Department Chair |
| NEGA | TIVE BALANCES | | |
| 1 | Ensuring that all fund groups for each Dept ID have positive | GEOFFREY PIERCE | LYNN MAHER |
| - | fund equity at year-end. | Dept. Business Administrator | Department Chair |
| 2 | Ensuring that research expenditures are covered by funds from | GEOFFREY PIERCE | LYNN MAHER |
| | sponsors. | Dept. Business Administrator | Department Chair |
| DEPAF | TMENTAL COMPUTING | | |
| 1 | Management of the departments' information technology | TOM WHITLEY | GEOFFREY PIERCE |
| | resources. | Program Coordinator | Dept. Business Administrator |
| 2 | Ensuring that critical data back up occurs. | TOM WHITLEY | GEOFFREY PIERCE |
| | | Program Coordinator | Dept. Business Administrator |
| 3 | Ensuring that procedures such as password controls are | TOM WHITLEY | GEOFFREY PIERCE |
| | followed. | Program Coordinator | Dept. Business Administrator |
| 4 | Reporting of suspected security violations. | TOM WHITLEY | GEOFFREY PIERCE |
| | | Program Coordinator | Dept. Business Administrator |