Blaffer Art Museum Baseline Standards FY2014

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Submitted: 1 of 3

Blaffer Art Museum Baseline Standards FY2014

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	tion of Responsibility Collecting cash, checks, etc.	Tabitha Peters, Chief of Security	Secondary (Optional)
1	Concerning cash, checks, etc.	rabilita reters, Cilier of Security	
2	Reconciling cash, checks, etc. to receipts.	Tabitha Peters, Chief of Security	
3	Preparing deposits.	Karen Zicterman/Museum	
4	Preparing Journal Entries.	Administrator Karen Zicterman/Museum	
4	Preparing Journal Entries.	Administrator	
5	Verifying deposits posted correctly in the Finance System.	Karen Zicterman/Museum	
3	verifying deposits posted correctly in the Finance System.	Administrator	
6	Adequacy of physical safeguards.	Karen Zicterman/Museum	
O	Adequacy of physical safeguards.	Administrator	
7	Transporting deposits to Student Financial Services.	Various Police Officers	
/	Transporting deposits to Student Financial Services.	various Ponce Officers	
8	Ensuring deposits are made timely.	Karen Zicterman/Museum	
		Administrator	
	Ensuring all employees who handle cash have completed Cash	Karen Zicterman/Museum	
	Security Procedures or Cash Deposit and Security Procedures training.	Administrator	
	Updating Cash Handling Procedures as needed.	Karen Zicterman/Museum	
10		Administrator	
	Distribution of Cash Handling Procedures to employees who	Karen Zicterman/Museum	
	handle cash.	Administrator	
	Consistent and efficient responses to inquiries.	Karen Zicterman/Museum	
12	Ţ.	Administrator	
ETTY	CASH		
1	Preparing petty cash disbursements.	N/A	
		27/1	
	Ensuring petty cash disbursements are not for more than \$100.	N/A	
	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	
	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
	DISTANCE CHARGES		
1	Manager review of long distance charges for unusual activity.	Karen Zicterman/Museum	
1	ivianager review of long distance charges for unusual activity.	Administrator	
2	Ensuring personal calls are reimbursed within 10 days from the	Karen Zicterman/Museum	
	billing date.	Administrator	
CONTR	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Jim Rosengren/Deputy Director	Karen Zicterman/Museum
	administration policies/procedures.		Administrator
	RTY MANAGEMENT		
1	Performing the annual inventory.	Jim Rosengren/Deputy Director	Karen Zicterman/Museum
			Administrator
	Ensuring the annual inventory was completed correctly.	Jim Rosengren/Deputy Director	Karen Zicterman/Museum Administrator
3	Tagging equipment.	Jim Rosengren/Deputy Director	Karen Zicterman/Museum Administrator
4	Approving requests for removal of equipment from campus.	Jim Rosengren/Deputy Director	Karen Zicterman/Museum

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Blaffer Art Museum Baseline Standards FY2014

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
1	Ensuring all employees with purchasing influence complete the	Karen Zicterman/Museum	
	annual Related Party disclosure statement online.	Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Karen Zicterman/Museum	
	complete the Consulting disclosure statement online.	Administrator	
3	Ensuring that all Principal and Co-Principal Investigators	Karen Zicterman/Museum	
	complete the annual Conflict of Interest disclosure statement for	Administrator	
	the Division of Research.		
ACCO	JNTS 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	
NEGA	TVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive	Karen Zicterman/Museum	
	fund equity at year-end.	Administrator	
2	Ensuring that research expenditures are covered by funds from	Karen Zicterman/Museum	
	sponsors.	Administrator	
DEPAR	TMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Frank Houston/CISM	
2	Ensuring that critical data back up occurs.	Frank Houston/CISM	
3	Ensuring that procedures such as password controls are followed.	Frank Houston/CISM	
4	Reporting of suspected security violations.	Karen Zicterman/Museum Administrator	

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