Hispanic Studies Baseline Standards Form FY 2014

		Responsible Person	(s) (Name/Title)
	otion of Responsibility	Primary (Required)	Secondary (Optional)
	RTMENTAL POLICIES & PROCEDURES / BASELINE		
STANI		Names V. Orders and (DDA)	
1	Ensuring the Departmental Policy and Procedures manual is current.	Norma V. Quinones (DBA)	
2	Updating the Baseline Standards Form.	Norma V. Quinones (DBA)	
ETALAN	CIAL REPORTING COST CENTER VERVER ATIONS		
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Ana Magana/Jeanette Martinez	
2	Reviewing cost center verifications.	(Office Coordinator)	
2	Reviewing cost center verifications.	Norma V. Quinones (DBA)	
3	Approving cost center verifications.	Norma V. Quinones (DBA)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Isaac Davis (Asst. College Admin)	
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Norma V. Quinones (DBA)	
1	Linearing valid authorization of purchase documents.	TOTHIA V. Quillolles (DDA)	
2	Ensuring the validity of travel and expense reimbursements.	Norma V. Quinones (DBA)	
3	Ensuring that goods and services are received and that timely payment is made.	Ana Magana/Jeanette Martinez (Office Coordinator)	
4	Ensuring correct account coding on purchases documents.	Ana Magana/Jeanette Martinez	
		(Office Coordinator)	
5	Primary contact for inquiries to expenditure transactions.	Norma V. Quinones (DBA)	
PAYRO	DLL / HUMAN RESOURCES		
1	Reconciling leave records to time and effort reports.	Norma V. Quinones (DBA)	
2	Reconciling leave accruals to the payroll system.	Norma V. Quinones (DBA)	
3	Ensuring all time and effort reports are submitted to Payroll.	Ana Magana/Jeanette Martinez	
,		(Office Coordinator)	
4	Reconciling time and effort reports to check registers.	Norma V. Quinones (DBA)	
5	Completing termination clearance procedures.	Ana Magana	
		(Office Coordinator)	
6	Ensuring terminated employees are no longer charged to departmental cost centers.	Norma V. Quinones (DBA)	
7	Paycheck distribution.	n/a	
	·		
8	Maintaining departmental Personnel files	Ana Magana/Jeanette Martinez (Office Coordinator)	
9	Ensuring valid authorization of new hires.	Norma V. Quinones (DBA)	
10	Ensuring valid authorization of changes in compensation rates.	Norma V. Quinones (DBA)	
11	Ensuring the accurate input of changes to the payroll system.	Norma V. Quinones (DBA)	
12	Propriety of leave account classification on time records.	Norma V. Quinones (DBA)	
13	Consistent and efficient responses to inquiries.	Norma V. Quinones (DBA)	
13	Consistent and efficient responses to inquiries.	Norma v. Quinones (DBA)	
CASH	HANDLING		
1	Collecting cash, checks, etc.	Debra Frazier (Academic Advisor)	
2	Reconciling cash, checks, etc. to receipts.	Ana Magana/Jeanette Martinez	
	tani, therein, etc. to recorpts.	(Office Coordinator)	

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Description of Responsibility			Responsible Person	n(s) (Name/Title)
4 Preparing Journal Entries. Ann Magana/Jeanette Martinez (Office Coordinator)	Descrip	otion of Responsibility		
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3 Ensuring that all Principal and Co-Principal Investigators Norma V. Quinones (DBA)	3	Ensuring that all Principal and Co-Principal Investigators	Norma V. Quinones (DBA)	
complete a Conflict of Interest disclosure statement.				

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Hispanic Studies Baseline Standards Form FY 2014

		Responsible Person(s) (Name/Title)	
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)
ACCO	UNTS 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'	TIVE BALANCES		
1	Ensuring that all fund groups have positive fund equity at year- end.	Norma V. Quinones (DBA)	
2	Ensuring that research expenditures are covered by funds from sponsors.	Norma V. Quinones (DBA)	
DEPAI	RTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Norma V. Quinones (DBA)	
2	Ensuring that critical data back up occurs.	Norma V. Quinones (DBA)	
3	Ensuring that procedures such as password controls are followed.	Norma V. Quinones (DBA)	
4	Reporting of suspected security violations.	Norma V. Quinones (DBA)	

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