

Air Force/ROTC (H0128)  
Baseline Standards  
FY 2017

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Lisa Duran/Office Supervisor	
2	Updating the Baseline Standards Form.	Lisa Duran/Office Supervisor	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Lisa Duran/Office Supervisor	
2	Reviewing cost center verifications.	Lisa Duran/Office Supervisor	
3	Approving cost center verifications.	Lisa Duran/Office Supervisor	
4	Ensuring all cost centers are verified/approved on a timely basis.	Lisa Duran/Office Supervisor	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Lisa Duran/Office Supervisor	
2	Ensuring the validity of travel and expense reimbursements.	Lisa Duran/Office Supervisor	
3	Ensuring that goods and services are received and that timely payment is made.	Lisa Duran/Office Supervisor	
4	Ensuring correct account coding on purchases documents.	Lisa Duran/Office Supervisor	
5	Primary contact for inquiries to expenditure transactions.	Lisa Duran/Office Supervisor	
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	NA	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Lisa Duran/Office Supervisor	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Lisa Duran/Office Supervisor	
4	Completing termination clearance procedures.	Lisa Duran/Office Supervisor	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Lisa Duran/Office Supervisor	
6	Maintaining departmental Personnel files.	Lisa Duran/Office Supervisor	
7	Ensuring valid authorization of new hires.	Lisa Duran/Office Supervisor	
8	Ensuring valid authorization of changes in compensation rates.	Lisa Duran/Office Supervisor	
9	Ensuring the accurate input of changes to the HR System.	Lisa Duran/Office Supervisor	
10	Consistent and efficient responses to inquiries.	Lisa Duran/Office Supervisor	

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	NA	
2	Reconciling cash, checks, etc. to receipts.	NA	
3	Preparing deposits.	NA	
4	Preparing Journal Entries.	NA	
5	Verifying deposits posted correctly in the Finance System.	NA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	NA	
7	Secure deposits via UHDPS to Student Financial Services.	NA	
8	Ensuring deposits are made timely.	NA	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	NA	
10	Updating Cash Handling Procedures as needed.	NA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	NA	
12	Consistent and efficient responses to inquiries.	NA	
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than \$100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Lisa Duran/Office Supervisor	
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Lisa Duran/Office Supervisor	
2	Ensuring the annual inventory was completed correctly.	Lisa Duran/Office Supervisor	
3	Tagging equipment.	Lisa Duran/Office Supervisor	
4	Approving requests for removal of equipment from campus.	Lisa Duran/Office Supervisor	
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Lisa Duran/Office Supervisor	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Lisa Duran/Office Supervisor	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Lisa Duran/Office Supervisor	

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Lisa Duran/Office Supervisor	
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Lisa Duran/Office Supervisor	
2	Ensuring that critical data back up occurs.	Lisa Duran/Office Supervisor	Joel Estevez (CLASS IT)
3	Ensuring that procedures such as password controls are followed.	Lisa Duran/Office Supervisor	
4	Reporting of suspected security violations.	Lisa Duran/Office Supervisor	