## Department of Chemistry Baseline Standards Form FY 2013

Revised 7/30/2012		Responsible Person(s) (Name/Title)		
Descrip	otion of Responsibility	Primary (Required)	Secondary (Optional)	
	TMENTAL POLICIES & PROCEDURES / BASELINE			
STANE	DARDS			
1	Ensuring the Departmental Policy and Procedures manual is	Elsie Myers, DBA		
	current.	Eloie Myels, BBH	Sylvia Harris, Asst. DBA	
2	Updating the Department Responsibility Matrix.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA	
FINAN	CIAL REPORTING - COST CENTER VERIFICATION:	,		
1	Preparing cost center verifications.	Sylvia Harris, Asst. DBA	Olivia Nixon, Financial Coord	
2	Reviewing cost center verifications.	Cost Center Managers	Elsie Myers, DBA, Sylvia	
			Harris, Asst. DBA	
3	Approving cost center verifications.	Cost Center Managers	Elsie Myers, DBA, Sylvia	
4	Ensuring all cost centers are verified on a timely basis.	Elsie Myers, DBA	Harris, Asst. DBA	
	<u> </u>	Lisic Wyers, DDA	Sylvia Harris, Asst. DBA	
	CIAL REPORTING - EXPENDITURE TRANSACTIONS	Chris Myssamila Einensial	Country Ministry Office Count	
1	Ensuring valid authorization of purchase documents.	Chris Muscarello, Financial Coord.	Courtney Minick, Office Coord	
2	Ensuring the validity of travel and expense reimbursements.	Zara Gaitan, Financial Coord	Sylvia Harris, Asst. DBA	
	Ensuring the validity of travel and expense reinfoursements.	Zara Gartan, i manerar Coord	Syrvia Harris, Asst. DDA	
3	Ensuring that goods and services are received and that timely	Chris Muscarello, Financial	Courtney Minick, Office Coord	
L	payment is made.	Coord.		
4	Ensuring correct account coding on purchases documents.	Chris Muscarello, Financial	Courtney Minick, Office Coord	
		Coord.		
5	Primary contact for inquiries to expenditure transactions.	Chris Muscarello, Financial	Courtney Minick, Office Coord	
		Coord.		
PAYRO	DLL / HUMAN RESOURCES			
1	Reconciling leave records to time and effort reports.	Sondra Armstrong, Financial	Marye Jones, Administrative	
		Coord	Coordinator	
2	Reconciling leave accruals to the payroll system.	Sondra Armstrong, Financial	Marye Jones, Administrative	
		Coord	Coordinator	
3	Ensuring all time and effort reports are submitted to Payroll.	Marye Jones, Administrative	Sondra Armstrong, Financial	
		Coordinator	Coord	
4	Reconciling time and effort reports to check registers.	Sondra Armstrong, Financial	Marye Jones, Administrative	
		Coord	Coordinator	
5	Completing termination clearance procedures.	Marye Jones, Administrative	Sondra Armstrong, Financial	
		Coordinator	Coord	
6	Ensuring terminated employees are no longer charged to	Sondra Armstrong, Financial	Marye Jones, Administrative	
	departmental cost centers.	Coord	Coordinator	
7	Paycheck distribution.	Marye Jones, Administrative	Sondra Armstrong, Financial	
		Coordinator	Coord	
8	Maintaining departmental Personnel files	Marye Jones, Administrative	Sondra Armstrong, Financial Coord	
9	Ensuring valid authorization of new hires.	Coordinator Marye Jones, Administrative	Sondra Armstrong, Financial	
,	Ensuring valid authorization of new lines.	Coordinator	Coord	
10	Ensuring valid authorization of changes in compensation rates.	Marye Jones, Administrative	Sondra Armstrong, Financial	
	g samponation rates.	Coordinator	Coord	
11	Ensuring the accurate input of changes to the payroll system.	Marye Jones, Administrative	Sondra Armstrong, Financial	
		Coordinator	Coord	
12	Propriety of leave account classification on time records.	Marye Jones, Administrative	Sondra Armstrong, Financial	
		Coordinator	Coord	
13	Consistent and efficient responses to inquiries.	Marye Jones, Administrative	Sondra Armstrong, Financial	
CACIT	HANDUNG	Coordinator	Coord	
	HANDLING Collecting each checks at	Olivia Nivon Einanai-1 C3	Sylvia Harris Asst DDA	
2	Collecting cash, checks, etc.  Reconciling cash, checks, etc. to receipts.	Olivia Nixon, Financial Coord Zara Gaitan, Financial Coord	Sylvia Harris, Asst. DBA Sylvia Harris, Asst. DBA	
3	Preparing deposits.	Zara Gaitan, Financial Coord  Zara Gaitan, Financial Coord	Sylvia Harris, Asst. DBA Sylvia Harris, Asst. DBA	
4	Preparing Journal Entries.	Zara Gaitan, Financial Coord	Sylvia Harris, Asst. DBA Sylvia Harris, Asst. DBA	
5	Verifying deposits to the financial system.	Sylvia Harris, Asst. DBA	Sylvia Harris, Asst. DBA Sylvia Harris, Asst. DBA	
6	Adequacy of physical safeguards.	Elsie Myers, DBA	~	
	1 J 1 F J 1 1 1 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1	J ,	Sylvia Harris, Asst. DBA	
7	Transporting deposits to Student Financial Services.	Zara Gaitan, Financial Coord (via	,	
		call to UHPD)	Sylvio Horris Acet DDA	
		<u> </u>	Sylvia Harris, Asst. DBA	

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Llocovin	Revised 7/30/2012	Responsible Perso	
	ption of Responsibility	Primary (Required)	Secondary (Optional)
8	Ensuring deposits are made timely.	Olivia Nixon, Financial Coord	Elsie Myers, DBA, Sylvia
		Zara Gaitan, Financial Coord	Harris, Asst. DBA
	Ensuring "Acknowledgement of Cash Handling Duties" form is	Elsie Myers, DBA	
9	completed by all appropriate employees.	71: 14 551	Sylvia Harris, Asst. DBA
10	Consistent and efficient responses to inquiries.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
		27/4	
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.		
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	
ONG	DISTANCE / CELL PHONE CHARGES		
1	Forwarding employees long distance and cell phone charge	NA	Sulvia Harris Asst DDA
2	reports.  Ensuring employees review their long distance and/or cell	IVA	Sylvia Harris, Asst. DBA
2		NA	Sylvia Harris, Asst. DBA
2	phone charge reports.  Ensuring personal calls are reimbursed within 10 days from the	NA .	Sylvia Hairis, Asst. DBA
3		Hillary Poth Office Asst 2	Sulvia Harria Aget DDA
ONTT	billing date. RACT ADMINISTRATION	Hillary Roth, Office Asst 2	Sylvia Harris, Asst. DBA
UNTR			
1	Ensuring departmental personnel comply with contract	Chris Muscarello, Financial Coord	Elsie Myers, DBA
	administration policies/procedures		1
ROPE	ERTY MANAGEMENT		
1	Performing the annual inventory.	Mark Bushman, Property	Chris Muscarello, Financial
		Custodian	Coord
2	Ensuring the annual inventory was completed correctly.	Mark Bushman, Property	Chris Muscarello, Financial
_	g g y completed contenty.	Custodian	Coord
3	Tagging equipment.	Chris Muscarello, Financial Coord	
-		,, = ==================================	Custodian
4	Approving requests for removal of equipment from campus.	Mark Bushman, Property	Elsie Myers, DBA
	11 6 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Custodian	. ,, = ===
DISCLO	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete a	Olivia Nixon, Financial Coord	
•	Related Party disclosure statement.	Silvin Mon, I maneral Coold	Sylvia Harris, Asst. DBA
	Ensuring all full time, benefits eligible, exempt staff complete a	Olivia Nixon, Financial Coord	~,
2			<b>!</b>
2		onvia raixon, i maneiar coora	Sylvia Harric Acet DRA
	Consulting disclosure statement.		Sylvia Harris, Asst. DBA
3	Consulting disclosure statement.  Ensuring that all Principal and Co-Principal Investigators	Olivia Nixon, Financial Coord	
3	Consulting disclosure statement.  Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.		Sylvia Harris, Asst. DBA Sylvia Harris, Asst. DBA
3	Consulting disclosure statement.  Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.  UNTS RECEIVABLE	Olivia Nixon, Financial Coord	
3 ACCOU	Consulting disclosure statement.  Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.  UNTS RECEIVABLE  Extending of credit.	Olivia Nixon, Financial Coord  N/A	
3 ACCOU 1 2	Consulting disclosure statement.  Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.  UNTS RECEIVABLE  Extending of credit.  Billing.	Olivia Nixon, Financial Coord  N/A  N/A	
3 ACCOU	Consulting disclosure statement.  Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.  UNTS RECEIVABLE  Extending of credit.  Billing.  Collection.	Olivia Nixon, Financial Coord  N/A  N/A  N/A	
3 ACCOU 1 2	Consulting disclosure statement.  Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.  UNTS RECEIVABLE  Extending of credit.  Billing.  Collection.  Recording.	Olivia Nixon, Financial Coord  N/A  N/A  N/A  N/A  N/A	
3 ACCOU 1 2 3	Consulting disclosure statement.  Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.  UNTS RECEIVABLE  Extending of credit.  Billing.  Collection.  Recording.  Monitoring credit extended.	Olivia Nixon, Financial Coord  N/A  N/A  N/A  N/A  N/A  N/A	
3 ACCOU 1 2 3 4 5 6	Consulting disclosure statement.  Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.  UNTS RECEIVABLE  Extending of credit.  Billing.  Collection.  Recording.  Monitoring credit extended.  Approving write-offs.	Olivia Nixon, Financial Coord  N/A  N/A  N/A  N/A  N/A	
3 CCOU 1 2 3 4 5 6	Consulting disclosure statement.  Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.  UNTS RECEIVABLE  Extending of credit.  Billing.  Collection.  Recording.  Monitoring credit extended.	Olivia Nixon, Financial Coord  N/A  N/A  N/A  N/A  N/A  N/A	
3 ACCOU 1 2 3 4 5 6	Consulting disclosure statement.  Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.  UNTS RECEIVABLE  Extending of credit.  Billing.  Collection.  Recording.  Monitoring credit extended.  Approving write-offs.	Olivia Nixon, Financial Coord  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/	
3 ACCOU 1 2 3 4 5 6	Consulting disclosure statement.  Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.  UNTS RECEIVABLE  Extending of credit.  Billing.  Collection.  Recording.  Monitoring credit extended.  Approving write-offs.	Olivia Nixon, Financial Coord  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/	
3 ACCOU 1 2 3 4 5 6 NEGAT	Consulting disclosure statement.  Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.  UNTS RECEIVABLE  Extending of credit.  Billing.  Collection.  Recording.  Monitoring credit extended.  Approving write-offs.  FIVE BALANCES  Ensuring that all fund groups have positive fund equity at yearend.	Olivia Nixon, Financial Coord  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/	
3 ACCOU 1 2 3 4 5 6 NEGAT	Consulting disclosure statement.  Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.  UNTS RECEIVABLE  Extending of credit.  Billing.  Collection.  Recording.  Monitoring credit extended.  Approving write-offs.  TIVE BALANCES  Ensuring that all fund groups have positive fund equity at year-	Olivia Nixon, Financial Coord  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/	Sylvia Harris, Asst. DBA
3 ACCOU 1 2 3 4 5 6 BEGAT	Consulting disclosure statement.  Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.  UNTS RECEIVABLE  Extending of credit.  Billing.  Collection.  Recording.  Monitoring credit extended.  Approving write-offs.  FIVE BALANCES  Ensuring that all fund groups have positive fund equity at yearend.	Olivia Nixon, Financial Coord  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/	Sylvia Harris, Asst. DBA  Sylvia Harris, Asst. DBA Sylvia Harris, Asst. DBA,
3 ACCOU 1 2 3 4 5 6 NEGAT 1	Consulting disclosure statement.  Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.  UNTS RECEIVABLE  Extending of credit.  Billing.  Collection.  Recording.  Monitoring credit extended.  Approving write-offs.  FIVE BALANCES  Ensuring that all fund groups have positive fund equity at yearend.  Ensuring that research expenditures are covered by funds from sponsors.	Olivia Nixon, Financial Coord  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/	Sylvia Harris, Asst. DBA  Sylvia Harris, Asst. DBA Sylvia Harris, Asst. DBA,
3 ACCOU 1 2 3 4 5 6 HEGAT 1 2	Consulting disclosure statement.  Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.  UNTS RECEIVABLE  Extending of credit.  Billing.  Collection.  Recording.  Monitoring credit extended.  Approving write-offs.  TIVE BALANCES  Ensuring that all fund groups have positive fund equity at yearend.  Ensuring that research expenditures are covered by funds from sponsors.	Olivia Nixon, Financial Coord  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/	Sylvia Harris, Asst. DBA  Sylvia Harris, Asst. DBA  Sylvia Harris, Asst. DBA, Olivia Nixon, Financial Coord
3 ACCOU 1 2 3 4 5 6 NEGAT 1	Consulting disclosure statement.  Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.  UNTS RECEIVABLE  Extending of credit.  Billing.  Collection.  Recording.  Monitoring credit extended.  Approving write-offs.  TIVE BALANCES  Ensuring that all fund groups have positive fund equity at yearend.  Ensuring that research expenditures are covered by funds from sponsors.  RTMENTAL COMPUTING  Management of the departments' information technology	Olivia Nixon, Financial Coord  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/	Sylvia Harris, Asst. DBA  Sylvia Harris, Asst. DBA Sylvia Harris, Asst. DBA,
3 ACCOU 1 2 3 4 5 6 NEGAT 1 2 DEPAR 1	Consulting disclosure statement.  Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.  UNTS RECEIVABLE  Extending of credit.  Billing.  Collection.  Recording.  Monitoring credit extended.  Approving write-offs.  TIVE BALANCES  Ensuring that all fund groups have positive fund equity at yearend.  Ensuring that research expenditures are covered by funds from sponsors.  RTMENTAL COMPUTING  Management of the departments' information technology resources.	Olivia Nixon, Financial Coord  N/A N/A N/A N/A N/A N/A N/A N/A SINA N/A N/A N/A DISTRIBUTION OF THE STREET OF THE	Sylvia Harris, Asst. DBA  Sylvia Harris, Asst. DBA  Sylvia Harris, Asst. DBA, Olivia Nixon, Financial Coord  NSM IT Dept
3 ACCOU 1 2 3 4 5 6 NEGAT 1 2 DEPAR	Consulting disclosure statement.  Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.  UNTS RECEIVABLE  Extending of credit.  Billing.  Collection.  Recording.  Monitoring credit extended.  Approving write-offs.  TIVE BALANCES  Ensuring that all fund groups have positive fund equity at yearend.  Ensuring that research expenditures are covered by funds from sponsors.  RTMENTAL COMPUTING  Management of the departments' information technology	Olivia Nixon, Financial Coord  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/	Sylvia Harris, Asst. DBA  Sylvia Harris, Asst. DBA  Sylvia Harris, Asst. DBA  Sylvia Harris, Asst DBA,  Olivia Nixon, Financial Coord

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## Department of Chemistry Baseline Standards Form FY 2013

Revised 7/30/2012		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
4	Reporting of suspected security violations.	Jerry Do, User Svs Spec 6	NSM IT Dept

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