

Department of Chemistry  
Baseline Standards Form  
FY 2013

Revised 7/30/2012		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
2	Updating the Department Responsibility Matrix.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
<b>FINANCIAL REPORTING - COST CENTER VERIFICATION:</b>			
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 Harris, Asst. DBA
4	Ensuring all cost centers are verified on a timely basis.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
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
3	Ensuring that goods and services are received and that timely payment is made.	Chris Muscarello, Financial Coord.	Courtney Minick, Office Coord
4	Ensuring correct account coding on purchases documents.	Chris Muscarello, Financial Coord.	Courtney Minick, Office Coord
5	Primary contact for inquiries to expenditure transactions.	Chris Muscarello, Financial Coord.	Courtney Minick, Office Coord
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Reconciling leave records to time and effort reports.	Sondra Armstrong, Financial Coord	Marye Jones, Administrative Coordinator
2	Reconciling leave accruals to the payroll system.	Sondra Armstrong, Financial Coord	Marye Jones, Administrative Coordinator
3	Ensuring all time and effort reports are submitted to Payroll.	Marye Jones, Administrative Coordinator	Sondra Armstrong, Financial Coord
4	Reconciling time and effort reports to check registers.	Sondra Armstrong, Financial Coord	Marye Jones, Administrative Coordinator
5	Completing termination clearance procedures.	Marye Jones, Administrative Coordinator	Sondra Armstrong, Financial Coord
6	Ensuring terminated employees are no longer charged to departmental cost centers.	Sondra Armstrong, Financial Coord	Marye Jones, Administrative Coordinator
7	Paycheck distribution.	Marye Jones, Administrative Coordinator	Sondra Armstrong, Financial Coord
8	Maintaining departmental Personnel files	Marye Jones, Administrative Coordinator	Sondra Armstrong, Financial Coord
9	Ensuring valid authorization of new hires.	Marye Jones, Administrative Coordinator	Sondra Armstrong, Financial Coord
10	Ensuring valid authorization of changes in compensation rates.	Marye Jones, Administrative Coordinator	Sondra Armstrong, Financial Coord
11	Ensuring the accurate input of changes to the payroll system.	Marye Jones, Administrative Coordinator	Sondra Armstrong, Financial Coord
12	Propriety of leave account classification on time records.	Marye Jones, Administrative Coordinator	Sondra Armstrong, Financial Coord
13	Consistent and efficient responses to inquiries.	Marye Jones, Administrative Coordinator	Sondra Armstrong, Financial Coord
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Olivia Nixon, Financial Coord	Sylvia Harris, Asst. DBA
2	Reconciling cash, checks, etc. to receipts.	Zara Gaitan, Financial Coord	Sylvia Harris, Asst. DBA
3	Preparing deposits.	Zara Gaitan, Financial Coord	Sylvia Harris, Asst. DBA
4	Preparing Journal Entries.	Zara Gaitan, Financial Coord	Sylvia Harris, Asst. DBA
5	Verifying deposits to the financial system.	Sylvia Harris, Asst. DBA	Sylvia Harris, Asst. DBA
6	Adequacy of physical safeguards.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
7	Transporting deposits to Student Financial Services.	Zara Gaitan, Financial Coord (via call to UHPD)	Sylvia Harris, Asst. DBA

Department of Chemistry  
Baseline Standards Form  
FY 2013

Revised 7/30/2012		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
8	Ensuring deposits are made timely.	Olivia Nixon, Financial Coord Zara Gaitan, Financial Coord	Elsie Myers, DBA, Sylvia Harris, Asst. DBA
9	Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
10	Consistent and efficient responses to inquiries.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
<b>PETTY CASH</b>			
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.	N/A	
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	
<b>LONG DISTANCE / CELL PHONE CHARGES</b>			
1	Forwarding employees long distance and cell phone charge reports.	NA	Sylvia Harris, Asst. DBA
2	Ensuring employees review their long distance and/or cell phone charge reports.	NA	Sylvia Harris, Asst. DBA
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Hillary Roth, Office Asst 2	Sylvia Harris, Asst. DBA
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures	Chris Muscarello, Financial Coord	Elsie Myers, DBA
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Mark Bushman, Property Custodian	Chris Muscarello, Financial Coord
2	Ensuring the annual inventory was completed correctly.	Mark Bushman, Property Custodian	Chris Muscarello, Financial Coord
3	Tagging equipment.	Chris Muscarello, Financial Coord	Mark Bushman, Property Custodian
4	Approving requests for removal of equipment from campus.	Mark Bushman, Property Custodian	Elsie Myers, DBA
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	Olivia Nixon, Financial Coord	Sylvia Harris, Asst. DBA
2	Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	Olivia Nixon, Financial Coord	Sylvia Harris, Asst. DBA
3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	Olivia Nixon, Financial Coord	Sylvia Harris, Asst. DBA
<b>ACCOUNTS RECEIVABLE</b>			
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	
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups have positive fund equity at year-end.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Elsie Myers, DBA	Sylvia Harris, Asst DBA, Olivia Nixon, Financial Coord
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Jerry Do, User Svs Spec 3	NSM IT Dept
2	Ensuring that critical data back up occurs.	Jerry Do, User Svs Spec 4	NSM IT Dept
3	Ensuring that procedures such as password controls are followed.	Jerry Do, User Svs Spec 5	NSM IT Dept

Department of Chemistry  
Baseline Standards Form  
FY 2013

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