

Division of University Marketing, Communication and Media Relations - H0529
 Baseline Standards
 FY 2019

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Barbara Newsome, Division Administrator	
2	Updating the Baseline Standards Form.	Barbara Newsome, Division Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Frank Sanchez, Dept. Business Administrator	
2	Reviewing cost center verifications.	Barbara Newsome, Division Administrator	
3	Approving cost center verifications.	Barbara Newsome, Division Administrator	
4	Ensuring all cost centers are verified/approved on a timely basis.	Frank Sanchez, Dept. Business Administrator	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Barbara Newsome, Division Administrator	Frank Sanchez, Dept. Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Barbara Newsome, Division Administrator	Frank Sanchez, Dept. Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.		
	AVC/AVP, UCMCMR - Central	Diana Hobbs, Executive Administrative Assistant	Toya Butler, Administrative Assistant
	Media Relations / University Communication	Marilyng Owens, Administrative Assistant	Diana Hobbs, Executive Administrative Assistant
	University Marketing	Toya Butler, Administrative Assistant	Diana Hobbs, Executive Administrative Assistant
4	Ensuring correct account coding on purchases documents.		
	AVC/AVP, UCMCMR - Central	Diana Hobbs, Executive Administrative Assistant	Frank Sanchez, Dept. Business Administrator
	Media Relations / University Communication	Marilyng Owens, Administrative Assistant	Frank Sanchez, Dept. Business Administrator
	University Marketing	Toya Butler, Administrative Assistant	Frank Sanchez, Dept. Business Administrator
5	Primary contact for inquiries to expenditure transactions.		
	AVC/AVP, UCMCMR - Central	Diana Hobbs, Executive Administrative Assistant	
	Media Relations / University Communication	Marilyng Owens, Administrative Assistant	
	University Marketing	Toya Butler, Administrative Assistant	
PAYROLL / HUMAN RESOURCES			
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.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
4	Completing termination clearance procedures.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
6	Maintaining departmental Personnel files.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
7	Ensuring valid authorization of new hires.	Barbara Newsome, Division Administrator	

Division of University Marketing, Communication and Media Relations - H0529
 Baseline Standards
 FY 2019

Description of Responsibility	Responsible Person(s) (Name/Title)	
	Primary (Required)	Secondary (Optional)
8 Ensuring valid authorization of changes in compensation rates.	Barbara Newsome, Division Administrator	
9 Ensuring the accurate input of changes to the HR System.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
10 Consistent and efficient responses to inquiries.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
CASH HANDLING		
1 Collecting cash, checks, etc.		
AVC/AVP, UMCMR - Central	Diana Hobbs, Executive Administrative Assistant	
Media Relations / University Communication	Marilyng Owens, Administrative Assistant	
University Marketing	Toya Butler, Administrative Assistant	
2 Reconciling cash, checks, etc. to receipts.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
3 Preparing deposits.		
AVC/AVP, UMCMR - Central	Diana Hobbs, Executive Administrative Assistant	
Media Relations / University Communication	Marilyng Owens, Administrative Assistant	
University Marketing	Toya Butler, Administrative Assistant	
4 Preparing Journal Entries.		
AVC/AVP, UMCMR - Central	Diana Hobbs, Executive Administrative Assistant	Frank Sanchez, Dept. Business Administrator
Media Relations / University Communication	Marilyng Owens, Administrative Assistant	Frank Sanchez, Dept. Business Administrator
University Marketing	Toya Butler, Administrative Assistant	Frank Sanchez, Dept. Business Administrator
5 Verifying deposits posted correctly in the Finance System.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
6 Adequacy of physical safeguards of cash receipts and equivalent.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
7 Secure deposits via UHDPS to Student Financial Services.	UHDPS	
8 Ensuring deposits are made timely.		
AVC/AVP, UMCMR - Central	Diana Hobbs, Executive Administrative Assistant	Frank Sanchez, Dept. Business Administrator
Media Relations / University Communication	Marilyng Owens, Administrative Assistant	Frank Sanchez, Dept. Business Administrator
University Marketing	Toya Butler, Administrative Assistant	Frank Sanchez, Dept. Business Administrator
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures	Barbara Newsome, Division Administrator	
10 Updating Cash Handling Procedures as needed.	Barbara Newsome, Division Administrator	
11 Distribution of Cash Handling Procedures to employees who handle cash.	Barbara Newsome, Division Administrator	
12 Consistent and efficient responses to inquiries.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
PETTY CASH		
1 Preparing petty cash disbursements.	NA	
2 Ensuring petty cash disbursements are not for more than \$100.	NA	

Division of University Marketing, Communication and Media Relations - H0529
 Baseline Standards
 FY 2019

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
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.		
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract	Barbara Newsome, Division	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Frank Sanchez, Dept. Business Administrator	
2	Ensuring the annual inventory was completed correctly.	Frank Sanchez, Dept. Business Administrator	
3	Tagging equipment.	Jarred Buchanan, Apple/Mac Specialist	
4	Approving requests for removal of equipment from campus.	AVC/AVP Lisa Holdeman	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Barbara Newsome, Division Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Barbara Newsome, Division Administrator	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for	NA	
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.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Jarred Buchanan, Apple/Mac Specialist	
2	Ensuring that critical data back up occurs.	Jarred Buchanan, Apple/Mac Specialist	
3	Ensuring that procedures such as password controls are followed.	Jarred Buchanan, Apple/Mac Specialist	
4	Reporting of suspected security violations.	All Staff	