

Mechanical Engineering
Baseline Standards
FY 2013

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.	Jennifer Van Akin, DBA	
2	Updating the Baseline Standards Form.	Jennifer Van Akin, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Accounting Interns	Jennifer Van Akin, DBA
2	Reviewing cost center verifications.	Jennifer Van Akin, DBA	Department: Dr. Pradeep Sharma; Research grants/projects: PI
3	Approving cost center verifications.	Department: Dr. Pradeep Sharma; Research grants/projects: PI	
4	Ensuring all cost centers are verified/approved on a timely basis.	Jennifer Van Akin, DBA	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Department: Dr. Pradeep Sharma; Research grants/projects: PI	Jennifer Van Akin, DBA
2	Ensuring the validity of travel and expense reimbursements.	Department: Dr. Pradeep Sharma; Research grants/projects: PI	Jennifer Van Akin, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Tonia Brumfield, Fin Asst 1	Janicee Stewart, Office Asst 2
4	Ensuring correct account coding on purchases documents.	Tonia Brumfield, Fin Asst 1	Jennifer Van Akin, DBA
5	Primary contact for inquiries to expenditure transactions.	Tonia Brumfield, Fin Asst 1	Jennifer Van Akin, DBA
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Tammy Engelbosch, Fin Asst 2	Jennifer Van Akin, DBA
2	Reconciling bi-weekly leave accruals to the HR System.	Tammy Engelbosch, Fin Asst 2	Jennifer Van Akin, DBA
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Tammy Engelbosch, Fin Asst 2	Jennifer Van Akin, DBA
4	Ensuring all monthly leave is recorded and approved in the HR System.	Tammy Engelbosch, Fin Asst 2	Jennifer Van Akin, DBA
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Tammy Engelbosch, Fin Asst 2	Jennifer Van Akin, DBA
6	Completing termination clearance procedures.	Tammy Engelbosch, Fin Asst 2	Jennifer Van Akin, DBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Tammy Engelbosch, Fin Asst 2	Jennifer Van Akin, DBA
8	Paycheck distribution.	Tammy Engelbosch, Fin Asst 2	Janicee Stewart, Office Asst 2
9	Maintaining departmental Personnel files.	Tammy Engelbosch, Fin Asst 2	Jennifer Van Akin, DBA
10	Ensuring valid authorization of new hires.	Jennifer Van Akin, DBA	
11	Ensuring valid authorization of changes in compensation rates.	Jennifer Van Akin, DBA	
12	Ensuring the accurate input of changes to the HR System.	Tammy Engelbosch, Fin Asst 2	
13	Propriety of leave account classification on time records.	Jennifer Van Akin, DBA	
14	Consistent and efficient responses to inquiries.	Tammy Engelbosch, Fin Asst 2	
CASH HANDLING			

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1	Collecting cash, checks, etc.	Trina Johnson, Academic Advising 1	Karina Acuna, Exec Asst
2	Reconciling cash, checks, etc. to receipts.	Janicee Stewart, Office Asst 2	Jennifer Van Akin, DBA
3	Preparing deposits.	Janicee Stewart, Office Asst 2	Jennifer Van Akin, DBA
4	Preparing Journal Entries.	Janicee Stewart, Office Asst 2	Jennifer Van Akin, DBA
5	Verifying deposits posted correctly in the Finance System.	Jennifer Van Akin, DBA	
6	Adequacy of physical safeguards.	Janicee Stewart, Office Asst 2	Jennifer Van Akin, DBA
7	Transporting deposits to Student Financial Services.	April Blount, CCE Fin Coord 1	Emily Marin, CCE CDA
8	Ensuring deposits are made timely.	Janicee Stewart, Office Asst 2	Jennifer Van Akin, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Jennifer Van Akin, DBA	
10	Updating Cash Handling Procedures as needed.	Jennifer Van Akin, DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Jennifer Van Akin, DBA	
12	Consistent and efficient responses to inquiries.	Janicee Stewart, Office Asst 2	Jennifer Van Akin, DBA
PETTY CASH			
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	
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	Jennifer Van Akin, DBA	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Janicee Stewart, Office Asst 2	Jennifer Van Akin, DBA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Jennifer Van Akin, DBA	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Gene Webster, Elec Supervisor	Jerry Clifton, Spvr, Lab Machinist
2	Ensuring the annual inventory was completed correctly.	Dr. Pradeep Sharma, Chairman	Jennifer Van Akin, DBA
3	Tagging equipment.	Gene Webster, Elec Supervisor	Jerry Clifton, Spvr, Lab Machinist
4	Approving requests for removal of equipment from campus.	Dr. Pradeep Sharma, Chairman	Jennifer Van Akin, DBA
DISCLOSURE FORMS			

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Karina Acuna, Exec Asst	Jennifer Van Akin, DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Karina Acuna, Exec Asst	Jennifer Van Akin, DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Karina Acuna, Exec Asst	Jennifer Van Akin, DBA
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.	Jennifer Van Akin, DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Jennifer Van Akin, DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Gene Webster, Elec Supervisor	
2	Ensuring that critical data back up occurs.	Gene Webster, Elec Supervisor	
3	Ensuring that procedures such as password controls are followed.	Gene Webster, Elec Supervisor	Jerry Clifton, Spvr, Lab Machinist
4	Reporting of suspected security violations.	Gene Webster, Elec Supervisor	Jerry Clifton, Spvr, Lab Machinist