CHEMICAL AND BIOMOLECULAR ENGINEERING Baseline Standards FY 2014

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STANDARDS Contract Contract	Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
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current. Patricia A. Cooks, DBA			Patricia A. Cooks DRA	
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Pamela Moses, Financial Asst 2 12 Ensuring the accurate input of changes to the HR System. Patricia A. Cooks, DBA Pamela Moses, Financial Asst 2 13 Propriety of leave account classification on time records. Patricia A. Cooks, DBA Pamela Moses, Financial Asst 2 14 Consistent and efficient responses to inquiries. Patricia A. Cooks, DBA Pamela Moses, Financial Asst 2 Pamela Moses, Financial Asst 2	10	Ensuring valid authorization of new hires.	Pamela Moses, Financial Asst 2	Patricia A. Cooks, DBA
Ensuring the accurate input of changes to the HR System. Patricia A. Cooks, DBA Pamela Moses, Financial Asst 2	11	Ensuring valid authorization of changes in compensation rates.	Patricia A. Cooks, DBA	Pamela Moses Financial Acet 2
Propriety of leave account classification on time records. Patricia A. Cooks, DBA Pamela Moses, Financial Asst 2 Consistent and efficient responses to inquiries. Patricia A. Cooks, DBA Pamela Moses, Financial Asst 2	12	Ensuring the accurate input of changes to the HR System.	Patricia A. Cooks, DBA	
Pamela Moses, Financial Asst 2 14 Consistent and efficient responses to inquiries. Patricia A. Cooks, DBA Pamela Moses, Financial Asst 2	13	Propriety of leave account classification on time records	Patricia A. Cooks. DRA	Pamela Moses, Financial Asst 2
Pamela Moses, Financial Asst 2				Pamela Moses, Financial Asst 2
	14	Consistent and efficient responses to inquiries.	Patricia A. Cooks, DBA	Pamela Moses, Financial Asst 2
	CASH I	HANDLING		

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CHEMICAL AND BIOMOLECULAR ENGINEERING Baseline Standards FY 2014

		Responsible Person(s) (Name/Title	
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
1	Collecting cash, checks, etc.	Yolanda Thomas & Anne Sturm - Academic Advisors; Patricia A. Cooks, DBA, & Faculty	My-Dung Lieu , Asst. DBA;
		•	Swati Birla, Program Manager 2
2	Reconciling cash, checks, etc. to receipts.	Patricia A. Cooks, DBA	My-Dung Lieu , Asst. DBA; Swati Birla, Program Manager 2
3	Preparing deposits.	My-Dung Lieu , Asst. DBA; Swati	Patricia A. Cooks, DBA/Program
3	Preparing deposits.		Manager
4	Danassia - Isaassa Fatsia	Birla, Program Manager 2Anne	ivianager
4	Preparing Journal Entries.	My-Dung Lieu-Asst. DBA; Swati	Patricia A. Cooks, DBA
5	Verifying deposits posted correctly in the Finance System.	Birla -Program Manager My-Dung Lieu-Asst. DBA; Swati	Fatticia A. Cooks, DBA
3	verifying deposits posted correctly in the Finance System.	Birla -Program Manager	Patricia A. Cooks, DBA
6	Adequacy of physical safeguards.	Patricia A. Cooks, DBA	Steve Bangerter, Dir. Col. Bus
U	Adequacy of physical saleguards.	atricia A. Cooks, DDA	Operations
7	Transporting deposits to Student Financial Services.	UH DPS	Operations
, <i>'</i>	Transporting deposits to Student I maneral Services.		
8	Ensuring deposits are made timely.	Patricia A. Cooks, DBA	Steve Bangerter, Dir. Col. Bus
			Operations
	Ensuring all employees who handle cash have completed Cash		
	Security Procedures or Cash Deposit and Security Procedures	Steve Bangerter, Dir. Col. Bus	
9	training.	Operations	Patricia A. Cooks, DBA
	Updating Cash Handling Procedures as needed.	Steve Bangerter, Dir. Col. Bus	
10	of animal control of the control of	Operations	Patricia A. Cooks, DBA
	Distribution of Cash Handling Procedures to employees who		Steve Bangerter, Dir. Col. Bus
11	handle cash.	Patricia A. Cooks, DBA	Operations
	Consistent and efficient responses to inquiries.	Patricia A. Cooks, DBA	Steve Bangerter, Dir. Col. Bus
12		,	Operations
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	NA	
	purposes.		
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each	NA	
	disbursement.		
LONG	DISTANCE CHARGES		
1	Manager review of long distance charges for unusual activity.	Patricia A. Cooks, DBA	My-Dung Lieu , Asst. DBA;
		N. 4	Swati Birla, Program Manager 2
2	Ensuring personal calls are reimbursed within 10 days from the	NA	
CONTE	billing date.		
CONTI	RACT ADMINISTRATION		
1	Enguing deportmental	Steve Bangerter, Dir. Col. Bus	
1	Ensuring departmental personnel comply with contract		Patricia A Cooks DP A
DDODE	administration policies/procedures. RTY MANAGEMENT	Operations	Patricia A Cooks, DBA
PKOPE	KII WANAUEMENI		
1	Darforming the annual inventory	David Dawlearn, Lab Maintenance	
1	Performing the annual inventory.		
2	Enqueing the annual inventory was completed compact-	Spvr Michael P. Harold , Chair	Steve Bangerter, Dir. Col. Bus
2	Ensuring the annual inventory was completed correctly.	Iviiciiaei F. Haroid , Chair	Operations
2	Tagging aguinment	David Davyloom, Lah M-interes	Operations
3	Tagging equipment.	David Dawlearn, Lab Maintenance	Patricia A. Cooks, DRA
4	Approving requests for removal of equipment from campus.	Spvr Michael P. Harold , Chair	Patricia A. Cooks, DBA
4	Approving requests for removal of equipment from campus.	Iviiciiaei F. Haroid , Chair	
DISCL	OSURE FORMS		
DISCL	OSUKE POKIVIS		
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CHEMICAL AND BIOMOLECULAR ENGINEERING Baseline Standards FY 2014

		Responsible Person(s) (Name/Title)
Description of Responsibility		Primary (Required)	Secondary (Optional)
1	Ensuring all employees with purchasing influence complete the	Michael P. Harold , Chair	Nicolette Solano, Administrative
	annual Related Party disclosure statement online.		Asst
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Michael P. Harold , Chair	Nicolette Solano, Administrative
	complete the Consulting disclosure statement online.		Asst
3	Ensuring that all Principal and Co-Principal Investigators	Michael P. Harold , Chair	
	complete the annual Conflict of Interest disclosure statement for		Nicolette Solano, Administrative
	the Division of Research.		Asst
ACCO	JNTS 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	
NEGAT	I TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Patricia A. Cooks, DBA	Steve Bangerter, Dir. Col. Bus Operations
2	Ensuring that research expenditures are covered by funds from	Principal Investigators and Directors	
	sponsors.		Patricia A. Cooks, DBA
DEPAR	TMENTAL COMPUTING		,
1	Management of the departments' information technology	Michael P. Harold , Chair	
	resources.		Patricia A. Cooks, DBA
2	Ensuring that critical data back up occurs.	ENG, College Information Systems	Patricia A. Cooks, DBA
3	Ensuring that procedures such as password controls are followed.	ENG, College Information Systems	
4	Reporting of suspected security violations.	ENG, College Information Systems	

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