Petroleum Engineering
Baseline Standards
FY 2017

	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.	Charkethia Mimms/DBA	
2	Updating the Baseline Standards Form.	Charkethia Mimms/DBA	
	FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Charkethia Mimms/DBA	
2	Reviewing cost center verifications.	Mohamed Soliman , Chair or PI	
3	Approving cost center verifications.	Mohamed Soliman, Chair or PI	
4	Ensuring all cost centers are verified/approved on a timely basis.	Charkethia Mimms/DBA	
	FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Charkethia Mimms/DBA	Mohamed Soliman/ Chair
2	Ensuring the validity of travel and expense reimbursements.	Shannae Mathis/Fin. Coordinator 1	Charkethia Mimms/DBA
3	Ensuring that goods and services are received and that timely payment is made.	Shannae Mathis/Fin. Coordinator 1	Charkethia Mimms/DBA
4	Ensuring correct account coding on purchases documents.	Shannae Mathis/Fin. Coordinator 1	Charkethia Mimms/DBA
5	Primary contact for inquiries to expenditure transactions.	Charkethia Mimms/DBA	Shannae Mathis/Fin. Coordinator 1
	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.	Charkethia Mimms/DBA	Mohamed Soliman, Chair or PI
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Charkethia Mimms/DBA	Mohamed Soliman, Chair or PI
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Charkethia Mimms/DBA	
4	Completing termination clearance procedures.	Rosemary Smith/Office Supervisor	Charkethia Mimms/DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Charkethia Mimms/DBA	
6	Maintaining departmental Personnel files.	Charkethia Mimms/DBA	
7	Ensuring valid authorization of new hires.	Charkethia Mimms/DBA	Rosemary Smith/ Office Supervisor
8	Ensuring valid authorization of changes in compensation rates.	Charkethia Mimms/DBA	Rosemary Smith/ Office Supervisor
9	Ensuring the accurate input of changes to the HR System.	Charkethia Mimms/DBA	Rosemary Smith/ Office Supervisor
10	Consistent and efficient responses to inquiries.	Charkethia Mimms/DBA	

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		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Dean's Office	
2	Reconciling cash, checks, etc. to receipts.	Dean's Office	
3	Preparing deposits.	Dean's Office	
4	Preparing Journal Entries.	Shannae Mathis/Fin. Coordinator 1	Charkethia Mimms/DBA
5	Verifying deposits posted correctly in the Finance System.	Charkethia Mimms/DBA	Shannae Mathis/Fin. Coordinator 1
6	Adequacy of physical safeguards of cash receipts and equivalent.	Dean's Office	
7	Secure deposits via UHDPS to Student Financial Services.	Dean's Office	
8	Ensuring deposits are made timely.	Dean's Office	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Steve Bangerter, Exec Dir of Busn Ops	Charkethia Mimms/DBA
10	Updating Cash Handling Procedures as needed.	Steve Bangerter, Exec Dir of Busn Ops	Charkethia Mimms/DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Charkethia Mimms/DBA	
12	Consistent and efficient responses to inquiries.	Shannae Mathis/Fin. Coordinator 1	Charkethia Mimms/DBA
PETTY CASH			
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Charkethia Mimms/DBA	Rosemary Smith/ Office Supervisor
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Charkethia Mimms/DBA	
2	Ensuring the annual inventory was completed correctly.	Charkethia Mimms/DBA	
3	Tagging equipment.	Charkethia Mimms/DBA	
4	Approving requests for removal of equipment from campus.	Charkethia Mimms/DBA-staff Mohamed Soliman/Chair-faculty	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Charkethia Mimms/DBA-staff Mohamed Soliman/Chair-faculty	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Charkethia Mimms/DBA-staff Mohamed Soliman/Chair-faculty	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Charkethia Mimms/DBA	Rosemary Smith/ Office Supervisor

Submitted:

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	ACCOUNTS RECEIVABLE		
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	
	NEGATIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Charkethia Mimms/DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Charkethia Mimms/DBA	
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Kiet Luong/IT College Manager	Eric Stern, USS3
2	Ensuring that critical data back up occurs.	Kiet Luong/IT College Manager	Eric Stern, USS3
3	Ensuring that procedures such as password controls are followed.	Kiet Luong/IT College Manager	Eric Stern, USS3
4	Reporting of suspected security violations.	Kiet Luong/IT College Manager	Eric Stern, USS3

Submitted: