

Acquisitions Serials  
Baseline Standards FY13

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	N/A	N/A
2	Updating the Baseline Standards Form.	N/A	N/A
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	N/A	N/A
2	Reviewing cost center verifications.	N/A	N/A
3	Approving cost center verifications.	N/A	N/A
4	Ensuring all cost centers are verified/approved on a timely basis.	N/A	N/A
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	J. Michael Thompson/Kelli Getz/Yesenia Umana/Judy Parsons	Mark Cooper
2	Ensuring the validity of travel and expense reimbursements.	N/A	NA
3	Ensuring that goods and services are received and that timely payment is made.	J. Michael Thompson/Kelli Getz/Yesenia Umana/Judy Parsons	Mark Cooper
4	Ensuring correct account coding on purchases documents.	J. Michael Thompson/Kelli Getz/Yesenia Umana/Judy Parsons	Mark Cooper
5	Primary contact for inquiries to expenditure transactions.	J. Michael Thompson/Kelli Getz/Yesenia Umana/Judy Parsons	Mark Cooper
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Reconciling leave records to time and effort reports.	N/A	N/A
2	Reconciling leave accruals to the payroll system.	N/A	N/A
3	Ensuring all time and effort reports are submitted to Payroll.	N/A	N/A
4	Reconciling time and effort reports to check registers.	N/A	N/A
5	Completing termination clearance procedures.	N/A	N/A
6	Ensuring terminated employees are no longer charged to departmental cost centers.	N/A	N/A
7	Paycheck distribution.	N/A	N/A
8	Maintaining departmental Personnel files	N/A	N/A
9	Ensuring valid authorization of new hires.	N/A	N/A
10	Ensuring valid authorization of changes in compensation rates.	N/A	N/A
11	Ensuring the accurate input of changes to the payroll system.	N/A	N/A
12	Propriety of leave account classification on time records.	N/A	N/A
13	Consistent and efficient responses to inquiries.	N/A	N/A
<b>CASH HANDLING</b>			

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	Primary (Required)	Secondary (Optional)
1 Collecting cash, checks, etc.	N/A	N/A
2 Reconciling cash, checks, etc. to receipts.	N/A	N/A
3 Preparing deposits.	N/A	N/A
4 Preparing Journal Entries.	N/A	N/A
5 Verifying deposits to the financial system.	N/A	N/A
6 Adequacy of physical safeguards.	N/A	N/A
7 Transporting deposits to Student Financial Services.	N/A	N/A
8 Ensuring deposits are made timely.	N/A	N/A
9 Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	N/A	N/A
10 Updating Cash Handling Procedures as needed.	N/A	N/A
11 Consistent and efficient responses to inquiries.	N/A	
<b>PETTY CASH</b>		
1 Preparing petty cash disbursements.	N/A	N/A
2 Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3 Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4 Approving petty cash disbursements.	N/A	N/A
5 Replenishing the petty cash fund timely.	N/A	N/A
6 Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
<b>LONG DISTANCE / CELL PHONE CHARGES</b>		
1 Forwarding employees long distance and cell phone charge reports.	N/A	N/A
2 Ensuring employees review their long distance and/or cell phone charge reports.	N/A	N/A
3 Ensuring personal calls are reimbursed within 10 days from the billing date.	N/A	N/A
<b>CONTRACT ADMINISTRATION</b>		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	N/A	N/A
<b>PROPERTY MANAGEMENT</b>		
1 Performing the annual inventory.	N/A	N/A
2 Ensuring the annual inventory was completed correctly.	N/A	N/A
3 Tagging equipment.	N/A	N/A
4 Approving requests for removal of equipment from campus.	N/A	N/A
<b>DISCLOSURE FORMS</b>		
1 Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	N/A	N/A

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2	Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	N/A	N/A
3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	N/A	N/A
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups have positive fund equity at year-end.	N/A	N/A
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	N/A	N/A
2	Ensuring that critical data back up occurs.	N/A	N/A
3	Ensuring that procedures such as password controls are followed.	N/A	N/A
4	Reporting of suspected security violations.	N/A	N/A