

Department Name
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.	Felicia Bentley, DBA	
2	Updating the Baseline Standards Form.	Felicia Bentley, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Lisa Esparza, Financial Coord 1	Laquita Franciour, Office Coord
2	Reviewing cost center verifications.	Felicia Bentley, DBA	Dr. David Brammer, Exec. Dir
3	Approving cost center verifications.	Felicia Bentley, DBA	Dr. David Brammer, Exec. Dir
4	Ensuring all cost centers are verified/approved on a timely basis.	Felicia Bentley, DBA	Dr. David Brammer, Exec. Dir
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Laquita Franciour, Office Coord	Felicia Bentley, DBA
2	Ensuring the validity of travel and expense reimbursements.	Felicia Bentley, DBA	
3	Ensuring that goods and services are received and that timely payment is made.	Laquita Franciour, Office Coord	Lisa Esparza, Financial Coord 1
4	Ensuring correct account coding on purchases documents.	Lisa Esparza, Financial Coord 1	Felicia Bentley, DBA
5	Primary contact for inquiries to expenditure transactions.	Lisa Esparza, Financial Coord 1	Felicia Bentley, DBA
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Laquita Franciour, Office Coord	Lisa Esparza, Financial Coord 1
2	Reconciling bi-weekly leave accruals to the HR System.	Lisa Esparza, Financial Coord 1	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Laquita Franciour, Office Coord	
4	Ensuring all monthly leave is recorded and approved in the HR System.	Felicia Bentley, DBA	
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Laquita Franciour, Office Coord	Lisa Esparza, Financial Coord 1
6	Completing termination clearance procedures.	Felicia Bentley, DBA	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Lisa Esparza, Financial Coord 1	
8	Paycheck distribution.	Felicia Bentley, DBA	
9	Maintaining departmental Personnel files.	Felicia Bentley, DBA	
10	Ensuring valid authorization of new hires.	Felicia Bentley, DBA	
11	Ensuring valid authorization of changes in compensation rates.	Felicia Bentley, DBA	
12	Ensuring the accurate input of changes to the HR System.	Felicia Bentley, DBA	
13	Propriety of leave account classification on time records.	Laquita Franciour, Office Coord	Lisa Esparza, Financial Coord 1
14	Consistent and efficient responses to inquiries.	Laquita Franciour, Office Coord	Lisa Esparza, Financial Coord 1
CASH HANDLING			

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Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
1	Collecting cash, checks, etc.	Laquita Franciour, Office Coord	Lisa Esparza, Financial Coord 1
2	Reconciling cash, checks, etc. to receipts.	Lisa Esparza, Financial Coord 1	
3	Preparing deposits.	Laquita Franciour, Office Coord	
4	Preparing Journal Entries.	Laquita Franciour, Office Coord	
5	Verifying deposits posted correctly in the Finance System.	Lisa Esparza, Financial Coord 1	
6	Adequacy of physical safeguards.	Dr. David Brammer, Exec. Dir	Felicia Bentley, DBA
7	Transporting deposits to Student Financial Services.	N/A	
8	Ensuring deposits are made timely.	Lisa Esparza, Financial Coord 1	Laquita Franciour, Office Coord
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Felicia Bentley, DBA	
10	Updating Cash Handling Procedures as needed.	Felicia Bentley, DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Felicia Bentley, DBA	
12	Consistent and efficient responses to inquiries.	Laquita Franciour, Office Coord	
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	
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	Felicia Bentley, DBA	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Felicia Bentley, DBA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Felicia Bentley, DBA	Dr. David Brammer, Exec. Dir
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Chuck Sikes, Asst. Director	
2	Ensuring the annual inventory was completed correctly.	Chuck Sikes, Asst. Director	
3	Tagging equipment.	Chuck Sikes, Asst. Director	
4	Approving requests for removal of equipment from campus.	Chuck Sikes, Asst. Director	
DISCLOSURE FORMS			

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Felicia Bentley, DBA	Dr. David Brammer, Exec. Dir
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Felicia Bentley, DBA	Dr. David Brammer, Exec. Dir
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Felicia Bentley, DBA	
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.	Felicia Bentley, DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Felicia Bentley, DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Chandresh Patel, Associate Director, Res Information Center	
2	Ensuring that critical data back up occurs.	Chandresh Patel, Associate Director, Res Information Center	
3	Ensuring that procedures such as password controls are followed.	Chandresh Patel, Associate Director, Res Information Center	
4	Reporting of suspected security violations.	Chandresh Patel, Associate Director, Res Information Center	