

Center for BioMedical and Environmental Genomics
Baseline Standards
FY2013

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

Center for BioMedical and Environmental Genomics
Baseline Standards
FY2013

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
1	Collecting cash, checks, etc.	David McMullen	Nichole Mendoza
2	Reconciling cash, checks, etc. to receipts.	David McMullen	
3	Preparing deposits.	David McMullen	
4	Preparing Journal Entries.	David McMullen	
5	Verifying deposits posted correctly in the Finance System.	David McMullen	
6	Adequacy of physical safeguards.	David McMullen	
7	Transporting deposits to Student Financial Services.	David McMullen	
8	Ensuring deposits are made timely.	David McMullen	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	David McMullen	
10	Updating Cash Handling Procedures as needed.	David McMullen	
11	Distribution of Cash Handling Procedures to employees who handle cash.	David McMullen	
12	Consistent and efficient responses to inquiries.	David McMullen	
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 / CELL PHONE CHARGES			
1	Forwarding employees their long distance and cell phone charge reports for verification.	David McMullen	
2	Ensuring employees review their long distance and/or cell phone charge reports.	David McMullen	
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	David McMullen	
CONTRACT ADMINISTRATION			
1	distribution of Cash Handling Procedures to employees who handle cash.	David McMullen	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	David McMullen	
2	Ensuring the annual inventory was completed correctly.	David McMullen	
3	Tagging equipment.	David McMullen	
4	Approving requests for removal of equipment from campus.	David McMullen	

Center for BioMedical and Environmental Genomics
 Baseline Standards
 FY2013

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	David McMullen	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	David McMullen	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	David McMullen	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	David McMullen	
3	Collection.	Nichole Mendoza	David McMullen
4	Recording.	David McMullen	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	David McMullen	Rhonda Stafford
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	David McMullen	
2	Ensuring that research expenditures are covered by funds from sponsors.	David McMullen	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	David McMullen	
2	Ensuring that critical data back up occurs.	David McMullen	
3	Ensuring that procedures such as password controls are followed.	David McMullen	
4	Reporting of suspected security violations.	David McMullen	