

CAM
Baseline Standards FY13

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.	Dr. Ignatiev, Director	Carlos Gramajo
2	Updating the Baseline Standards Form.	Nancy Do, DBA	Dr. Ignatiev, Director
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Nancy Do, DBA	
2	Reviewing cost center verifications.	Principle Investigator	
3	Approving cost center verifications.	Nancy Do, DBA	
4	Ensuring all cost centers are verified/approved on a timely basis.	Nancy Do, DBA	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Nancy Do, DBA	Yessica Contreras, Sec.
2	Ensuring the validity of travel and expense reimbursements.	Yessica Contreras, Sec	Nancy Do, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Yessica Contreras, Sec	Nancy Do, DBA
4	Ensuring correct account coding on purchases documents.	Yessica Contreras, Sec	Nancy Do, DBA
5	Primary contact for inquiries to expenditure transactions.	Yessica Contreras, Sec	Nancy Do, DBA
PAYROLL / HUMAN RESOURCES			
1	Reconciling leave records to time and effort reports.	Nancy Do, DBA	Yessica Contreras, Sec.
2	Reconciling leave accruals to the payroll system.	Yessica Contreras, Sec	Nancy Do, DBA
3	Ensuring all time and effort reports are submitted to Payroll.	Yessica Contreras, Sec	Nancy Do, DBA
4	Reconciling time and effort reports to check registers.	Nancy Do, DBA	Yessica Contreras, Sec.
5	Completing termination clearance procedures.	Nancy Do, DBA	Yessica Contreras, Sec.
6	Ensuring terminated employees are no longer charged to departmental cost centers.	Nancy Do, DBA	Yessica Contreras, Sec.
7	Paycheck distribution.	Yessica Contreras, Sec	Nancy Do, DBA
8	Maintaining departmental Personnel files	Nancy Do, DBA	Yessica Contreras, Sec.
9	Ensuring valid authorization of new hires.	Nancy Do, DBA	Yessica Contreras, Sec.
10	Ensuring valid authorization of changes in compensation rates.	Nancy Do, DBA	Yessica Contreras, Sec.
11	Ensuring the accurate input of changes to the payroll system.	Nancy Do, DBA	Yessica Contreras, Sec.
12	Propriety of leave account classification on time records.	Nancy Do, DBA	Yessica Contreras, Sec.
13	Consistent and efficient responses to inquiries.	Nancy Do, DBA	Yessica Contreras, Sec.
CASH HANDLING			
1	Collecting cash, checks, etc.	Yessica Contreras, Sec	Nancy Do, DBA
2	Reconciling cash, checks, etc. to receipts.	Yessica Contreras, Sec	Nancy Do, DBA

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3	Preparing deposits.	Yessica Contreras, Sec	Nancy Do, DBA
4	Preparing Journal Entries.	Yessica Contreras, Sec	Nancy Do, DBA
5	Verifying deposits to the financial system.	Yessica Contreras, Sec	Nancy Do, DBA
6	Adequacy of physical safeguards.	Yessica Contreras, Sec	Nancy Do, DBA
7	Transporting deposits to Student Financial Services.	Yessica Contreras, Sec	Nancy Do, DBA
8	Ensuring deposits are made timely.	Yessica Contreras, Sec	Nancy Do, DBA
9	Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	Yessica Contreras, Sec	Nancy Do, DBA
10	Updating Cash Handling Procedures as needed.	Yessica Contreras, Sec	Nancy Do, DBA
11	Consistent and efficient responses to inquiries.	Yessica Contreras, Sec	Nancy Do, 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	
LONG DISTANCE / CELL PHONE CHARGES			
1	Forwarding employees long distance and cell phone charge reports.	Yessica Contreras, Sec	Nancy Do, DBA
2	Ensuring employees review their long distance and/or cell phone charge reports.	Yessica Contreras, Sec	Nancy Do, DBA
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Yessica Contreras, Sec	Nancy Do, DBA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Nancy Do, DBA	Yessica Contreras, Sec.
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Carlos Gramajo	Nancy Do, DBA
2	Ensuring the annual inventory was completed correctly.	Carlos Gramajo	Nancy Do, DBA
3	Tagging equipment.	Carlos Gramajo	Nancy Do, DBA
4	Approving requests for removal of equipment from campus.	Carlos Gramajo	Nancy Do, DBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	Nancy Do, DBA	Dr. Ignatiev, Director
2	Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	Nancy Do, DBA	Dr. Ignatiev, Director
3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	Nancy Do, DBA	Dr. Ignatiev, Director

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ACCOUNTS 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	
NEGATIVE BALANCES			
1	Ensuring that all fund groups have positive fund equity at year-end.	Nancy Do, DBA	Dr. Ignatiev, Director
2	Ensuring that research expenditures are covered by funds from sponsors.	Nancy Do, DBA	Dr. Ignatiev, Director
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Carlos Gramajo	Research Division
2	Ensuring that critical data back up occurs.	Project Leaders	Research Division
3	Ensuring that procedures such as password controls are followed.	Carlos Gramajo	Research Division
4	Reporting of suspected security violations.	Carlos Gramajo/Project Leader	Research Division