Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (RequirEdward)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEdwardURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Jason Gregory, DBA	
2	Updating the Baseline Standards Form.	Jason Gregory, DBA	Rhonda Stafford, Division Admin.
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Accounant II	
2	Reviewing cost center verifications.	Jason Gregory, DBA	Rhonda Stafford, Division Admin.
3	Approving cost center verifications.	Jason Gregory, DBA	Rhonda Stafford, Division Admin.
4	Ensuring all cost centers are verifiEdward/approvEdward on a timely basis.	Jason Gregory, DBA	Rhonda Stafford, Division Admin.
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Jason Gregory, DBA	Edward Sierra, Administrative Assistant
2	Ensuring the validity of travel and expense reimbursements.	Jason Gregory, DBA	
3	Ensuring that goods and services are receivd and that timely payment is made.	Viveca Montgomer, Financial Coordinator	Jaime Broussard, Financial Coordinator
4	Ensuring correct account coding on purchases documents.	Viveca Montgomer, Financial Coordinator	Jaime Broussard, Financial Coordinator
5	Primary contact for inquiries to expenditure transactions.	Viveca Montgomer, Financial Coordinator	Jason Gregory, DBA
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Edward Sierra, Administrative Assistant	Jason Gregory, DBA
2	Reconciling bi-weekly leave accruals to the HR System.	Nichole Mendoza, Asst DBA	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Edward Sierra, Administrative Assistant	Nichole Mendoza, Asst DBA
4	Ensuring all monthly leave is recorded and approved in the HR System.	Nichole Mendoza, Asst DBA	
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Edward Sierra, Administrative Assistant	Nichole Mendoza, Asst DBA
6	Completing termination clearance procedures.	Nichole Mendoza, Asst DBA	Jason Gregory, DBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Edward Sierra, Administrative Assistant	Nichole Mendoza, Asst DBA
8	Paycheck distribution.	Edward Sierra, Administrative Assistant	Nichole Mendoza, Asst DBA
9	Maintaining departmental Personnel files.	Jason Gregory, DBA	
10	Ensuring valid authorization of new hires.	Jason Gregory, DBA	
11	Ensuring valid authorization of changes in compensation rates.	Jason Gregory, DBA	
12	Ensuring the accurate input of changes to the HR System.	Nichole Mendoza, Asst DBA	Jason Gregory, DBA
13	Propriety of leave account classification on time records.	Edward Sierra, Administrative Assistant	Nichole Mendoza, Asst DBA
14	Consistent and efficient responses to inquiries.	Jason Gregory, DBA	Nichole Mendoza, Asst DBA
CASH HANDLING			

	Description of Responsibility	Primary (RequirEdward)	Secondary (Optional)
		Responsible Person(s) (Name/Title)	
1	Collecting cash, checks, etc.	Viveca Montgomer, Financial Coordinator	Jaime Broussard, Financial Coordinator
2	Reconciling cash, checks, etc. to receipts.	Accountant II	
3	Preparing deposits.	Viveca Montgomer, Financial Coordinator	Jaime Broussard, Financial Coordinator
4	Preparing Journal Entries.	Viveca Montgomer, Financial Coordinator	Jaime Broussard, Financial Coordinator
5	Verifying deposits posted correctly in the Finance System.	Accountant II	
6	Adequacy of physical safeguards.	Rhonda Stafford, Division Admin.	
7	Transporting deposits to Student Financial Services.	Viveca Montgomer, Financial Coordinator	Jaime Broussard, Financial Coordinator
8	Ensuring deposits are made timely.	Viveca Montgomer, Financial Coordinator	Jaime Broussard, Financial Coordinator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Rhonda Stafford, Division Admin.	Jason Gregory, DBA
10	Updating Cash Handling Procedures as needed.	Jason Gregory, DBA	
11	Distribution of Cash Handling ProcEdwardures to employees who handle cash.	Jason Gregory, DBA	
12	Consistent and efficient responses to inquiries.	Jason Gregory, DBA	Nichole Mendoza, Asst 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 authorizEdward 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 balancEdward after each disbursement.	N/A	
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	Nichole Mendoza, Asst DBA	
2	Ensuring personal calls are reimbursEdward within 10 days from the billing date.	Nichole Mendoza, Asst DBA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Rhonda Stafford, Division Admin.	Jason Gregory, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Edward Sierra, Administrative Assistant	
2	Ensuring the annual inventory was completEdward correctly.	Edward Sierra, Administrative Assistant	
3	Tagging equipment.	Edward Sierra, Administrative Assistant	
4	Approving requests for removal of equipment from campus.	Selesta Hodge, Exec. Dir, Research Svc.	Rhonda Stafford, Division Admin.
DISCLOSURE FORMS			

Submitted: 2 of 3

Dean of Research Department
Baseline Standards
FY 2013

	Description of Responsibility	Primary (RequirEdward)	Secondary (Optional)
		Responsible Person(s) (Name/Title)	
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Rhonda Stafford, Division Admin.	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Rhonda Stafford, Division Admin.	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Rhonda Stafford, Division Admin.	
ACCOUNTS RECEIVABLE			
1	Extending of crEdwardit.	N/A	
2	Billing.	N/A	
3	Collection.	Viveca Montgomer, Financial Coordinator	Accountant II
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.	Rhonda Stafford, Division Admin.	
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.	Nancy Ward, Direcor of Research Information Center	
2	Ensuring that critical data back up occurs.	Nancy Ward, Direcor of Research Information Center	
3	Ensuring that procedures such as password controls are followed.	Nancy Ward, Direcor of Research Information Center	
4	Reporting of suspected security violations.	Nancy Ward, Direcor of Research Information Center	

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