Institute for NanoEnergy Baseline Standards FY 2013

Description of Responsibility			Responsible Perso	on(s) (Name/Title)
STANDARDS 1 Ensuring the Departmental Policy and Procedures manual is current. 2 Updating the Baseline Standards Form. Nichole Mendoza Rhonda Stafford FINANCIAL REPORTING - COST CENTER VERIFICATIONS 1 Preparing cost center verifications. (Accountant 2) Rhonda Stafford 2 Reviewing cost center verifications. (Accountant 2) Rhonda Stafford 3 Approving cost center verifications. (Accountant 2) Rhonda Stafford 4 Ensuring all cost centers are verified/approved on a timely basis. 4 Ensuring all cost centers are verified/approved on a timely basis. 5 Ensuring the validity of travel and expense reimbursements. Viveca Montgomery (Fin. Coord) Nichole Mendoza 5 Ensuring the validity of travel and expense reimbursements. Viveca Montgomery (Fin. Coord) Nichole Mendoza 4 Ensuring order decount coding on purchases documents. Viveca Montgomery (Fin. Coord) Nichole Mendoza 5 Primary contact for inquiries to expenditure transactions. Viveca Montgomery (Fin. Coord) Nichole Mendoza 6 Payroll. / HUMAN RESOURCES 1 Reconciling approved bi-weekly leave requests to time and effort reports. Reconciling it ime and effort reports are submitted to Payroll. 5 Reconciling it me and effort reports (bi-weekly employees) and effort genotts. 6 Reconciling time and effort reports (bi-weekly employees) and effort genotts. Proposts. 7 Ensuring all monthly leave is recorded and approved in the HR System. 8 Paycheck distribution. 8 Paycheck distribution. 9 Maintaining departmental Personnel files. 10 Ensuring valid authorization of hew hires. 10 Ensuring valid authorization of changes in compensation rates. 10 Ensuring valid authorization of changes in compensation rates. 10 Ensuring valid authorization of changes in compensation rates. 11 Ensuring valid authorization of changes in the HR System. 12 Ensuring the accurate input of changes in compensation rates. 12 Ensuring the accurate input of changes in compensation. 13 Enough the decorate of changes in compensation. 14 Ensuring walid authorization of changes in compensat				Secondary (Optional)
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14 Consistent and efficient responses to inquiries. Nichole Mendoza Rhonda Stafford	14	Consistent and efficient responses to inquiries.	Nichole Mendoza	Rhonda Stafford
CASH HANDLING CASH HANDLING	CASH F	HANDLING		

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		Responsible Perso	on(s) (Name/Title)
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
1	Collecting cash, checks, etc.	Viveca Montgomery (Fin. Coord)	Nichole Mendoza
2	Reconciling cash, checks, etc. to receipts.	Viveca Montgomery (Fin. Coord)	Nichole Mendoza
3	Preparing deposits.	Viveca Montgomery (Fin. Coord)	Nichole Mendoza
4	Preparing Journal Entries.	Viveca Montgomery (Fin. Coord)	Nichole Mendoza
5	Verifying deposits posted correctly in the Finance System.	(Accountant 2)	Nichole Mendoza
6	Adequacy of physical safeguards.	Viveca Montgomery (Fin. Coord)	Nichole Mendoza
7	Transporting deposits to Student Financial Services.	UHPD	NA
8	Ensuring deposits are made timely.	Viveca Montgomery (Fin. Coord)	Nichole Mendoza
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Nichole Mendoza	Rhonda Stafford
10	Updating Cash Handling Procedures as needed.	Nichole Mendoza	Rhonda Stafford
11	Distribution of Cash Handling Procedures to employees who handle cash.	Nichole Mendoza	Rhonda Stafford
12	Consistent and efficient responses to inquiries.	Nichole Mendoza	Rhonda Stafford
PETTY	CASH		
1	Preparing petty cash disbursements.	NA	NA
2	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	Nichole Mendoza	Rhonda Stafford
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Nichole Mendoza	Rhonda Stafford
CONTR	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Nichole Mendoza	Rhonda Stafford
PROPE	RTY MANAGEMENT		
1	Performing the annual inventory.	Nichole Mendoza	Rhonda Stafford
2	Ensuring the annual inventory was completed correctly.	Nichole Mendoza	Rhonda Stafford
3	Tagging equipment.	Nichole Mendoza	Rhonda Stafford
4	Approving requests for removal of equipment from campus.	Nichole Mendoza	Rhonda Stafford
DISCLO	OSURE FORMS		
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Institute for NanoEnergy Baseline Standards FY 2013

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