## Center for Neuromotor Biomechanics Baseline Standards FY 2013

Description of Responsibility  Primary (Required)  Secondary (Optional)  Departmental Policies & PROCEDURES / BASELINE  STANDARDS  I Ensuring the Departmental Policy and Procedures manual is current.  Preparing cost center verifications.  Randi Betts, Director  Brian Drake, ABA  Randi Betts, Director  Randi Betts, Director  Dr. Charles Layne, Chair  Randi Betts, Director  Randi Betts, Director  Dr. Charles Layne, Chair  Randi Betts, Director  Randi Betts, Director  Dr. Charles Layne, Chair  Randi Betts, Director  Randi Betts, Director  Dr. Charles Layne, Chair  Randi Betts, Director  Randi Betts, Director  Dr. Charles Layne, Chair  Randi Betts, Director  Payroll. HUMAN RESOURCES  I Reconciling approved bi-weekly leave requests to time and effort reports are submitted to Payroll  Reconciling approved bi-weekly leave requests to time and effort reports are submitted to Payroll  Payroll.  Randi Betts, Director  Dr. Charles Layne, Chair  Randi Betts, Directo		(1 CD 117)		on(s) (Name/Title)
STANDARDS   Current.	DEBAR	tion of Responsibility	Primary (Required)	Secondary (Optional)
Finanting the Departmental Policy and Procedures manual is currents				
Updating the Baseline Standards Form.   Randi Betts, Director   Dr. Charles Layne, Chair			Randi Betts, Director	
Dr. Charles Layne, Chair		current.		Dr. Charles Layne, Chair
Preparing cost center verifications.   Brian Drake, ABA   Randi Betts, Director			Randi Betts, Director	Dr. Charles Layne, Chair
Randi Betts, Director  Proving cost center verifications.  Approving cost center verifications.  Approving cost center verifications.  Ensuring all cost centers are verified/approved on a timely basis.  Ensuring all cost centers are verified/approved on a timely basis.  Ensuring valid authorization of purchase documents.  Randi Betts, Director  Dr. Charles Layne, Chair  Dr. Charl	FINAN			
Randi Betts, Director			,	Randi Betts, Director
Randi Betts, Director   Dr. Charles Layne, Chair			Brian Drake, ABA	Randi Betts, Director
Dr. Charles Layne, Chair				Dr. Charles Layne, Chair
1 Ensuring valid authorization of purchase documents. 2 Ensuring the validity of travel and expense reimbursements. 3 Ensuring that goods and services are received and that timely payment is made. 4 Ensuring orrect account coding on purchases documents. 5 Primary contact for inquiries to expenditure transactions. 6 Primary contact for inquiries to expenditure transactions. 7 Primary contact for inquiries to expenditure transactions. 8 Brian Drake, ABA 8 Randi Betts, Director 8 PAYROLL/ HUMAN RESOURCES 1 Reconciling approved bi-weekly leave requests to time and effort reports. 2 Reconciling bi-weekly leave accruals to the HR System. 3 Ensuring all bi-weekly time and effort reports are submitted to Payroll. 4 Ensuring all bi-weekly time and effort reports are submitted to Payroll. 5 Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports. 6 Completing terminated employees are no longer charged to departmental cost centers. 7 Ensuring terminated employees are no longer charged to departmental cost centers. 8 Paycheck distribution. 9 Maintaining departmental Personnel files. 10 Ensuring valid authorization of heaw hires. 11 Ensuring valid authorization of changes in compensation rates. 11 Ensuring valid authorization on time records. 12 Ensuring that goods and expense reimbursements. 13 Propriety of leave account classification on time records. 14 Consistent and efficient responses to inquiries. 15 Primary valid authorization on time records. 16 Propriety of leave account classification on time records. 17 Propriety of leave account classification on time records. 18 Propriety of leave account classification on time records. 2 Propriety of leave account classification on time records. 3 Prima Drake, ABA 4 Prima Drake, ABA 5 Prima Drake, ABA 6 Prima Drake, ABA 7 Propriety of leave account classification on time records. 8 Prima Drake, ABA 8		basis.	Randi Betts, Director	Dr. Charles Layne, Chair
Dr. Charles Layne, Chair  Ensuring the validity of travel and expense reimbursements.  Ensuring that goods and services are received and that timely payment is made.  Ensuring correct account coding on purchases documents.  Frian Drake, ABA  Ensuring correct account coding on purchases documents.  Frian Drake, ABA  Randi Betts, Director  PAYROLL / HUMAN RESOURCES  Reconciling approved bi-weekly leave requests to time and effort reports.  Reconciling bi-weekly leave accurals to the HR System.  Ensuring all monthly leave is recorded and approved in the HR Randi Betts, Director  Ensuring all monthly leave is recorded and approved in the HR Randi Betts, Director  Reconciling time and effort reports (bi-weekly employees) and erAR (monthly employees) to the trial and final payroll verification reports.  Completing termination clearance procedures.  Ensuring terminated employees are no longer charged to departmental cost centers.  Paycheck distribution.  Brian Drake, ABA  Randi Betts, Director  Dr. Charles Layne, Chair  Randi Betts, Director  Dr. Charles Layne, Chair  Ensuring valid authorization of new hires.  Randi Betts, Director  Dr. Charles Layne, Chair  Ensuring valid authorization of changes in compensation rates.  Randi Betts, Director  Dr. Charles Layne, Chair  Propriety of leave account classification on time records.  Randi Betts, Director  Dr. Charles Layne, Chair  Dr. Charles Layne, Chair	FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
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Ensuring that goods and services are received and that timely payment is made.	2	Ensuring the validity of travel and expense reimbursements.	Randi Betts, Director	Dr. Charles Layne, Chair
5 Primary contact for inquiries to expenditure transactions. Brian Drake, ABA Randi Betts, Director  PAYROLL / HUMAN RESOURCES  1 Reconciling approved bi-weekly leave requests to time and effort reports. 2 Reconciling bi-weekly leave accruals to the HR System. Randi Betts, Director 3 Ensuring all bi-weekly time and effort reports are submitted to Payroll. 4 Ensuring all monthly leave is recorded and approved in the HR System. Dr. Charles Layne, Chair 5 Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports. 6 Completing termination clearance procedures. 7 Ensuring terminated employees are no longer charged to departmental cost centers. 8 Paycheck distribution. 8 Paycheck distribution. 9 Maintaining departmental Personnel files. 10 Ensuring valid authorization of new hires. 11 Ensuring valid authorization of changes in compensation rates. 12 Ensuring the accurate input of changes to the HR System. 13 Propriety of leave account classification on time records. 14 Consistent and efficient responses to inquiries.  Brian Drake, ABA Randi Betts, Director Dr. Charles Layne, Chair	3	l = = = = = = = = = = = = = = = = = = =	Brian Drake, ABA	
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Completing termination clearance procedures.  Randi Betts, Director  Dr. Charles Layne, Chair  Ensuring terminated employees are no longer charged to departmental cost centers.  Paycheck distribution.  Brian Drake, ABA  Randi Betts, Director  Maintaining departmental Personnel files.  Brian Drake, ABA  Randi Betts, Director  Ensuring valid authorization of new hires.  Randi Betts, Director  Dr. Charles Layne, Chair  Ensuring valid authorization of changes in compensation rates.  Randi Betts, Director  Dr. Charles Layne, Chair  Ensuring the accurate input of changes to the HR System.  Brian Drake, ABA  Randi Betts, Director  Dr. Charles Layne, Chair  Propriety of leave account classification on time records.  Randi Betts, Director  Dr. Charles Layne, Chair  Randi Betts, Director  Dr. Charles Layne, Chair  Randi Betts, Director  Dr. Charles Layne, Chair  Brian Drake, ABA  Randi Betts, Director	5	ePARs (monthly employees) to the trial and final payroll	Brian Drake, ABA	Randi Betts, Director
Final Drake, ABA departmental cost centers.  Brian Drake, ABA Randi Betts, Director  Maintaining departmental Personnel files.  Brian Drake, ABA Randi Betts, Director  Brian Drake, ABA Randi Betts, Director  Brian Drake, ABA Randi Betts, Director  Parcharles Layne, Chair  Ensuring valid authorization of changes in compensation rates.  Ensuring the accurate input of changes to the HR System.  Propriety of leave account classification on time records.  Propriety of leave account classification on time records.  Brian Drake, ABA Randi Betts, Director  Dr. Charles Layne, Chair  Randi Betts, Director  Dr. Charles Layne, Chair  Randi Betts, Director  Dr. Charles Layne, Chair  Brian Drake, ABA Randi Betts, Director  Dr. Charles Layne, Chair  Brian Drake, ABA Randi Betts, Director  Dr. Charles Layne, Chair  Brian Drake, ABA Randi Betts, Director	6		Randi Betts, Director	Dr. Charles Layne, Chair
8 Paycheck distribution. 9 Maintaining departmental Personnel files. 10 Ensuring valid authorization of new hires. 11 Ensuring valid authorization of changes in compensation rates. 12 Ensuring the accurate input of changes to the HR System. 13 Propriety of leave account classification on time records. 14 Consistent and efficient responses to inquiries.  Brian Drake, ABA Randi Betts, Director Dr. Charles Layne, Chair	7		Brian Drake, ABA	
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14 Consistent and efficient responses to inquiries.  Brian Drake, ABA Randi Betts, Director	13	Propriety of leave account classification on time records.	Randi Betts, Director	
	14	Consistent and efficient responses to inquiries.	Brian Drake, ABA	
	CASH I	HANDLING		

Submitted: 1 of 3

## Center for Neuromotor Biomechanics Baseline Standards FY 2013

1 Collecting cash, checks, etc. 2 Reconciling cash, checks, etc. to receipts. 3 Preparing deposits. 4 Preparing deposits. 5 Verifying deposits posted correctly in the Finance System. 6 Adequacy of physical safeguards. 7 Transporting deposits to Student Financial Services. 8 Ensuring deposits to Student Financial Services. 9 Insuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. 1 Updating Cash Handling Procedures as needed. 1 Preparing petty cash disbursements. 1 Preparing petty cash disbursements. 1 Preparing petty cash disbursements are not for more than \$100. 1 Preparing petty cash disbursements are made for only authorized purposes. 4 Approving petty cash fund is balanced after each disbursement. 1 Consumer of the patty cash fund is balanced after each disbursement. 1 Consumer of the patty cash fund is balanced after each disbursement. 2 Ensuring the petty cash fund is balanced after each disbursement. 3 Reandling the petty cash fund is balanced after each disbursement. 4 Approving petity cash fund is balanced after each disbursement. 5 Read Betts, Director Dr. Charles Layne, Chair Procedures to the patty cash fund is balanced after each disbursement. 6 Reandling the petty cash fund is balanced after each disbursement. 7 Read Betts, Director Dr. Charles Layne, Chair Proposes. 8 Reandling the petty cash fund is balanced after each disbursement. 8 Reandling the petty cash fund is balanced after each disbursement. 9 Read Betts, Director Dr. Charles Layne, Chair Proposes. 9 Read Betts, Director Dr. Charles Layne, Chair Proposes. 1 Proposing deposits and Cash Proposed				on(s) (Name/Title)
Randi Betts, Director  Proceedings of the State of Cash Deposit and Security Proceedures  ratining.  Updating Cash Handling Procedures to employees who Randi Betts, Director  Dir. Charles Layne, Chair  Dir. Charles Layne, Chair  Randi Betts, Director  Dir. Charles Layne, Chair  Randi Betts, Director  Dir. Charles Layne, Chair  Randi Betts, Director  Dir. Charles Layne, Chair				Secondary (Optional)
Randi Betts, Director  Preparing deposits.  Brian Drake, ABA Randi Betts, Director  Preparing Journal Entries.  Randi Betts, Director  Randi Betts, Director  Randi Betts, Director  Pransporting deposits posted correctly in the Finance System.  Randi Betts, Director  Randi Betts, Director  Randi Betts, Director  Pransporting deposits to Student Financial Services.  UHPD  N/A  Randi Betts, Director  Pransporting deposits to Student Financial Services.  UHPD  N/A  Randi Betts, Director  Dr. Charles Layne, Chair  Dr. Charles Layne, Chair  Preparing all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures  Pransporting all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures  Procedures or Cash Deposit and Security Procedures  Dr. Charles Layne, Chair  Pransporting Cash Handling Procedures to employees who  In Badic Cash  Consistent and efficient responses to inquiries.  Preparing petty cash disbursements.  N/A  Preparing petty cash disbursements.  N/A  Randi Betts, Director  Preparing petty cash disbursements are not for more than \$100.  Randi Betts, Director  Preparing petty cash disbursements are made for only authorized N/A  Approving petty cash fund is balanced after each disbursement.  N/A  Randi Betts, Director  Preparing betty cash fund is balanced after each disbursement.  Randi Betts, Director  Dr. Charles Layne, Chair  Preparing the petty cash fund imely.  Randi Betts, Director  Dr. Charles Layne, Chair  Preparing petty and distance charges for unusual activity.  Randi Betts, Director  Dr. Charles Layne, Chair  Preparing departmental personal comply with contract administration policies/procedures.  Dr. Charles Layne, Chair  Preparing the annual inventory.  Randi Bet			·	Randi Betts, Director
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4 Preparing Journal Entries.  5 Verifying deposits posted correctly in the Finance System.  6 Adequacy of physical safeguards.  6 Adequacy of physical safeguards.  7 Transporting deposits to Student Financial Services.  8 Ensuring deposits are made timely.  8 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures  7 Transporting deposits are made timely.  8 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures  8 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures  9 training.  10 Updating Cash Handling Procedures to employees who handle cash.  20 Distribution of Cash Handling Procedures to employees who handle cash.  21 Consistent and efficient responses to inquiries.  22 Ensuring petty cash disbursements.  3 Preparing petty cash disbursements.  4 Approving petty cash disbursements are not for more than \$100.  5 Replenishing the petty cash fund timely.  6 Ensuring the petty cash fund is balanced after each disbursement.  8 Prian Drake, ABA  9 Prianch Security Procedures  9 Prianch Security Procedures  9 Prian Drake, ABA  9 Prian Drake, ABA  9 Prian Drake, ABA  9 Prian Drake, ABA  10 Preparing petty cash fund timely.  11 Prian Drake, ABA  12 Prian Drake, ABA  13 Prian Drake, ABA  14 Prian Drake, ABA  15 Prian Drake, ABA  16 Prian Drake, ABA  17 Prian Drake, ABA  18 Prian Drake, ABA  19 Prian Drake, ABA  10 Prian Drake, ABA  11 Prian Drake, ABA  12 Prian Drake, ABA  13 Prian Drake, ABA  14 Prian Drake, ABA  15 Randi Betts, Director  16 Dr. Charles Layne, Chair  17 Prian Drake, ABA  18 Prian Drake, ABA  19 Prian Drake, ABA  10 Prian Drake, ABA  11 Prian Drake, ABA  12 Prian Drake, ABA  13 Prian Drake, ABA  14 Prian Drake, ABA  15 Prian Drake, A	3	Preparing deposits.	Brian Drake, ABA	
5 Verifying deposits posted correctly in the Finance System. 6 Adequacy of physical safeguards. 7 Transporting deposits to Student Financial Services. 8 Ensuring deposits are made timely. 8 Ensuring deposits are made timely. 8 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures 9 training. 10 Updating Cash Handling Procedures as needed. 11 In Indiana Distribution of Cash Handling Procedures to employees who Intal Edits, Director 12 Distribution of Cash Handling Procedures to employees who Consistent and efficient responses to inquiries. 13 Distribution of Cash Handling Procedures to employees who Intal Edits, Director Intal Edits	4	Preparing Journal Entries.	Brian Drake, ABA	
6 Adequacy of physical safeguards. 7 Transporting deposits to Student Financial Services. 8 Ensuring deposits are made timely. 8 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures 9 training. 10 Updating Cash Handling Procedures as needed. 11 Distribution of Cash Handling Procedures to employees who handle cash. 12 Distribution of Cash Handling Procedures to employees who handle cash. 13 Consistent and efficient responses to inquiries. 14 Preparing petty cash disbursements. 15 Ensuring petty cash disbursements. 16 Ensuring petty cash disbursements are not for more than \$100. 17 Replenishing the petty cash fund timely. 18 Replenishing the petty cash fund is balanced after each disbursement. 19 Ensuring petty cash fund is balanced after each disbursement. 20 Ensuring petty cash fund is balanced after each disbursement. 21 Ensuring personal calls are reimbursed within 10 days from the Brian Drake, ABA Randi Betts, Director 22 Ensuring personal calls are reimbursed within 10 days from the billing date. 23 Ensuring the annual inventory. 24 Ensuring the annual inventory. 25 Ensuring the annual inventory. 26 Ensuring the annual inventory. 36 Randi Betts, Director Dr. Charles Layne, Chair Procedures to administration policies/procedures. 37 Tagging equipment. 38 Frain Drake, ABA Randi Betts, Director Dr. Charles Layne, Chair Procedures administration policies/procedures. 48 Approving requests for removal of equipment from campus. 58 Randi Betts, Director Dr. Charles Layne, Chair Procedure administration policies/procedures. 59 Transporting deportment from campus. 50 Randi Betts, Director Dr. Charles Layne, Chair Procedure administration policies/procedures. 50 Randi Betts, Director Dr. Charles Layne, Chair Randi Betts, Director Dr. Charles Layne, Chair Dr.	5	Verifying deposits posted correctly in the Finance System.	Brian Drake, ABA	
Transporting deposits to Student Financial Services.    Constitute of the Control	6	Adequacy of physical safeguards.	Randi Betts, Director	
Randi Betts, Director   Dr. Charles Layne, Chair	7	Transporting deposits to Student Financial Services.	UHPD	·
Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures or Dr. Charles Layne, Chair Dr. Charles Layne,	8	Ensuring deposits are made timely.	Randi Betts, Director	Dr. Charles Layne, Chair
Updating Cash Handling Procedures as needed.  Distribution of Cash Handling Procedures to employees who handle cash.  Consistent and efficient responses to inquiries.  PETTY CASH  Preparing petty cash disbursements.  I Preparing petty cash disbursements are not for more than \$100.  Ensuring petty cash disbursements are made for only authorized purposes.  Approving petty cash disbursements.  N/A  N/A  Since Chair Since Chair Since Consistent and efficient responses to inquiries.  Brian Drake, ABA  Randi Betts, Director  N/A  N/A  N/A  N/A  N/A  N/A  Since Chair Since Chair Since Chair Since Consistent and efficient responses to inquiries.  Brian Drake, ABA  Randi Betts, Director  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/		Security Procedures or Cash Deposit and Security Procedures	Randi Betts, Director	Dr. Charles Layne, Chair
Distribution of Cash Handling Procedures to employees who handle cash. Consistent and efficient responses to inquiries.  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. 4 Approving petty cash disbursements. N/A  5 Replenishing the petty cash fund timely. N/A  6 Ensuring the petty cash fund timely. N/A  1 Manager review of long distance charges for unusual activity. 2 Ensuring personal calls are reimbursed within 10 days from the billing date. CONTRACT ADMINISTRATION 1 Ensuring departmental personnel comply with contract administration policies/procedures. PROPERTY MANAGEMENT 1 Performing the annual inventory was completed correctly. Parian Drake, ABA Randi Betts, Director Dr. Charles Layne, Chair Property Management. Randi Betts, Director Dr. Charles Layne, Chair Dr. Charles Layne, Chair Dr. Charles Layne, Chair Dr. Charles Layne, Chair PROPERTY MANAGEMENT 1 Performing the annual inventory. Randi Betts, Director Dr. Charles Layne, Chair PROPERTY MANAGEMENT 2 Ensuring the annual inventory was completed correctly. Randi Betts, Director Dr. Charles Layne, Chair Dr. Charles Layne, Chair PROPERTY MANAGEMENT 2 Ensuring the annual inventory was completed correctly. Randi Betts, Director Dr. Charles Layne, Chair			Randi Betts, Director	Dr. Charles Layne, Chair
Consistent and efficient responses to inquiries.  Brian Drake, ABA  Randi Betts, Director  PETTY CASH  1 Preparing petty cash disbursements.  N/A  N/A  N/A  N/A  Randi Betts, Director  N/A  N/A  Sinsuring petty cash disbursements are not for more than \$100.  Replenishing petty cash disbursements.  N/A  Approving petty cash disbursements.  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/			Randi Betts, Director	
PETTY CASH  1 Preparing petty cash disbursements.  N/A  N/A  N/A  N/A  Risuring petty cash disbursements are not for more than \$100.  N/A  Bensuring petty cash disbursements are made for only authorized purposes.  Approving petty cash disbursements.  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/			Brian Drake, ABA	
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Ensuring petty cash disbursements are made for only authorized purposes.  4 Approving petty cash disbursements.  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/	1	Preparing petty cash disbursements.	N/A	N/A
purposes.  4 Approving petty cash disbursements.  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/	2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
Approving petty cash disbursements.  N/A  Replenishing the petty cash fund timely.  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/	3		N/A	N/A
6 Ensuring the petty cash fund is balanced after each disbursement.  LONG DISTANCE CHARGES  1 Manager review of long distance charges for unusual activity. Randi Betts, Director  2 Ensuring personal calls are reimbursed within 10 days from the billing date.  CONTRACT ADMINISTRATION  1 Ensuring departmental personnel comply with contract administration policies/procedures.  PROPERTY MANAGEMENT  1 Performing the annual inventory.  Brian Drake, ABA  Randi Betts, Director  Dr. Charles Layne, Chair  Brian Drake, ABA  Randi Betts, Director  Dr. Charles Layne, Chair  Agandi Betts, Director  Dr. Charles Layne, Chair  Brian Drake, ABA  Randi Betts, Director  Dr. Charles Layne, Chair  Agandi Betts, Director  Dr. Charles Layne, Chair  Brian Drake, ABA  Randi Betts, Director  Dr. Charles Layne, Chair	4		N/A	N/A
disbursement.  LONG DISTANCE CHARGES  I Manager review of long distance charges for unusual activity.  Ensuring personal calls are reimbursed within 10 days from the billing date.  CONTRACT ADMINISTRATION  I Ensuring departmental personnel comply with contract administration policies/procedures.  PROPERTY MANAGEMENT  I Performing the annual inventory.  Brian Drake, ABA  Randi Betts, Director  Dr. Charles Layne, Chair  Dr. Charles Layne, Chair  Dr. Charles Layne, Chair  Agandi Betts, Director  Brian Drake, ABA  Randi Betts, Director  Dr. Charles Layne, Chair  Brian Drake, ABA  Randi Betts, Director  Dr. Charles Layne, Chair  Brian Drake, ABA  Randi Betts, Director  Dr. Charles Layne, Chair  Agandi Betts, Director  Dr. Charles Layne, Chair  Brian Drake, ABA  Randi Betts, Director	5	Replenishing the petty cash fund timely.	N/A	N/A
I Manager review of long distance charges for unusual activity.  I Ensuring personal calls are reimbursed within 10 days from the billing date.  CONTRACT ADMINISTRATION  I Ensuring departmental personnel comply with contract administration policies/procedures.  PROPERTY MANAGEMENT  I Performing the annual inventory.  Ensuring the annual inventory was completed correctly.  Tagging equipment.  Brian Drake, ABA  Randi Betts, Director  Randi Betts, Director  Dr. Charles Layne, Chair  Randi Betts, Director  Procedures.  Randi Betts, Director  Dr. Charles Layne, Chair  Randi Betts, Director  Randi Betts, Director  Dr. Charles Layne, Chair  Randi Betts, Director  Randi Betts, Director  Dr. Charles Layne, Chair  Randi Betts, Director  Dr. Charles Layne, Chair  Randi Betts, Director  Randi Betts, Director  Approving requests for removal of equipment from campus.  Randi Betts, Director			N/A	N/A
Dr. Charles Layne, Chair  2 Ensuring personal calls are reimbursed within 10 days from the billing date.  CONTRACT ADMINISTRATION  1 Ensuring departmental personnel comply with contract administration policies/procedures.  PROPERTY MANAGEMENT  1 Performing the annual inventory.  Brian Drake, ABA  Randi Betts, Director  Brian Drake, ABA  Randi Betts, Director  Dr. Charles Layne, Chair  Randi Betts, Director  PROPERTY Manual inventory.  Brian Drake, ABA  Randi Betts, Director  Dr. Charles Layne, Chair  Brian Drake, ABA  Randi Betts, Director  Dr. Charles Layne, Chair  Randi Betts, Director  Dr. Charles Layne, Chair  Randi Betts, Director  Randi Betts, Director  Randi Betts, Director  Randi Betts, Director				
2 Ensuring personal calls are reimbursed within 10 days from the billing date.  CONTRACT ADMINISTRATION  1 Ensuring departmental personnel comply with contract administration policies/procedures.  PROPERTY MANAGEMENT  1 Performing the annual inventory.  2 Ensuring the annual inventory was completed correctly.  3 Tagging equipment.  Brian Drake, ABA  Randi Betts, Director  Dr. Charles Layne, Chair  Brian Drake, ABA  Randi Betts, Director  Dr. Charles Layne, Chair  Brian Drake, ABA  Randi Betts, Director  Approving requests for removal of equipment from campus.  Randi Betts, Director	1	Manager review of long distance charges for unusual activity.	Randi Betts, Director	Dr. Charles Layne Chair
CONTRACT ADMINISTRATION  1 Ensuring departmental personnel comply with contract administration policies/procedures.  PROPERTY MANAGEMENT  1 Performing the annual inventory.  2 Ensuring the annual inventory was completed correctly.  3 Tagging equipment.  4 Approving requests for removal of equipment from campus.  Randi Betts, Director  Dr. Charles Layne, Chair  Randi Betts, Director  Dr. Charles Layne, Chair  Randi Betts, Director  Randi Betts, Director  Randi Betts, Director			Brian Drake, ABA	
administration policies/procedures.  PROPERTY MANAGEMENT  1 Performing the annual inventory.  2 Ensuring the annual inventory was completed correctly.  3 Tagging equipment.  Brian Drake, ABA  Randi Betts, Director  Dr. Charles Layne, Chair  Brian Drake, ABA  Randi Betts, Director  Approving requests for removal of equipment from campus.  Randi Betts, Director		E .		Tamer Detto, Director
PROPERTY MANAGEMENT  1 Performing the annual inventory.  2 Ensuring the annual inventory was completed correctly.  3 Tagging equipment.  Brian Drake, ABA  Randi Betts, Director  Dr. Charles Layne, Chair  Approving requests for removal of equipment from campus.  Randi Betts, Director		• 1 1	Randi Betts, Director	Dr. Charles Lavne. Chair
Randi Betts, Director  Ensuring the annual inventory was completed correctly.  Randi Betts, Director  Dr. Charles Layne, Chair  Tagging equipment.  Brian Drake, ABA  Randi Betts, Director  4 Approving requests for removal of equipment from campus.  Randi Betts, Director				
2 Ensuring the annual inventory was completed correctly. Randi Betts, Director Dr. Charles Layne, Chair 3 Tagging equipment. Brian Drake, ABA Randi Betts, Director 4 Approving requests for removal of equipment from campus. Randi Betts, Director	1	Performing the annual inventory.	Brian Drake, ABA	Randi Betts, Director
3 Tagging equipment.  Brian Drake, ABA  Randi Betts, Director  4 Approving requests for removal of equipment from campus.  Randi Betts, Director	2	Ensuring the annual inventory was completed correctly.	Randi Betts, Director	
4 Approving requests for removal of equipment from campus. Randi Betts, Director	3	Tagging equipment.	Brian Drake, ABA	
Dr Charles Lavne, Chair	4	Approving requests for removal of equipment from campus.	Randi Betts, Director	Dr. Charles Layne, Chair
DISCLOSURE FORMS	DISCLO	OSURE FORMS		

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## Center for Neuromotor Biomechanics Baseline Standards FY 2013

		Responsible Person(s) (Name/Title)	
Descrip	ption of Responsibility	Primary (Required)	Secondary (Optional)
1	Ensuring all employees with purchasing influence complete the	Brian Drake, ABA	
	annual Related Party disclosure statement online.		Randi Betts, Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Brian Drake, ABA	
	complete the Consulting disclosure statement online.		Randi Betts, Director
3	Ensuring that all Principal and Co-Principal Investigators	Brian Drake, ABA	
	complete the annual Conflict of Interest disclosure statement for		
	the Division of Research.		Randi Betts, Director
ACCO	UNTS RECEIVABLE		
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
		27/4	27/4
3	Collection.	N/A	N/A
1	Recording.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
3	Tromtoring creat entities.	1 1 1 1	1 1/12
6	Approving write-offs.	N/A	N/A
NEGA'	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive	Randi Betts, Director	
	fund equity at year-end.	,	Brian Drake, ABA
2	Ensuring that research expenditures are covered by funds from	Brian Drake, ABA	
	sponsors.		Randi Betts, Director
DEPAI	RTMENTAL COMPUTING		
1	Management of the departments' information technology	Randi Betts, Director	
	resources.		Dr. Charles Layne, Chair
2	Ensuring that critical data back up occurs.	CLASS IT	
			Randi Betts, Director
3	Ensuring that procedures such as password controls are	CLASS IT	
	followed.		Randi Betts, Director
4	Reporting of suspected security violations.	Randi Betts, Director	
			Dr. Charles Layne, Chair

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