Art Baseline Standards FY 2024

			rson(s) (Name/Title)
Descrip	otion of Responsibility	Primary (Required)	Secondary (Optional)
DEPAF	RTMENTAL POLICIES & PROCEDURES / BASELINE		
STANI	DARDS		
1	Ensuring the Departmental Policy and Procedures manual is		Betsy Roguer, Dir, College Business
	current.	Irma Perez (DBA)	Operations
2	Updating the Baseline Standards Form.		Betsy Roguer, Dir, College Business
		Irma Perez (DBA)	Operations
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
	In		Betsy Roguer, Dir, College Business
1	Preparing cost center verifications.	I D (DDA)	
	D	Irma Perez (DBA) Betsy Roguer, Dir, College	Operations Betsy Roguer, Dir, College Business
2	Reviewing cost center verifications.		
		Business Operations	Operations Di C II D i
3	Approving cost center verifications.	Betsy Roguer, Dir, College	Betsy Roguer, Dir, College Business
		Business Operations	Operations
4	Ensuring all cost centers are verified/approved on a timely		Betsy Roguer, Dir, College Business
	basis.	Irma Perez (DBA)	Operations
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Andrea Johnson (Admin. Asst.)	
	Zindaning vand damentation of parentage decaments.	Imelda Lucio (Office Asst.1)	Irma Perez (DBA)
2	Ensuring the validity of travel and expense reimbursements.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business
~	Enouring the validity of traver and expense reinfoursements.	Imelda Lucio (Office Asst.1)	Operations
3	Ensuring that goods and services are received and that timely	Andrea Johnson (Admin. Asst.)	Operations
3	payment is made.	Imelda Lucio (Office Asst.1)	Irma Perez (DBA)
4	Ensuring correct account coding on purchases documents.	Andrea Johnson (Admin. Asst.)	I I I I I I I I I I I I I I I I I I I
4	Ensuring correct account coding on purchases documents.	Imelda Lucio (Office Asst.1)	Irma Perez (DBA)
5	Primary contact for inquiries to expenditure transactions.	Andrea Johnson (Admin. Asst.)	ITHIR T CICE (DBA)
3	Timaly contact for inquiries to expenditure transactions.	Imelda Lucio (Office Asst.1)	Irma Perez (DBA)
PAYRO	DLL / HUMAN RESOURCES	inicida Euclo (Office 71551.1)	initia i crez (BBH)
1	Ensuring all bi-weekly reported time and leave are approved		
	before the deadlines set by Payroll, so that the correct hours are	Time Approvers, Andrea Johnson,	Betsy Roguer, Dir, College Business
	recorded and paid on each bi-weekly paycheck.	Irma Perez	Operations
2	Ensuring all monthly leave is recorded and approved before the		Betsy Roguer, Dir, College Business
	deadlines set by Payroll.	Time Approvers, Irma Perez	Operations
3	Reconciling approved reported time and leave (bi-weekly	**	
	employees) and ePARs (monthly employees) to the trial and	Andrea Johnson (bi-weekly) Irma	Betsy Roguer, Dir, College Business
	final payroll verification reports.	Perez (monthly)	Operations
4	Completing termination clearance procedures.	` */	Betsy Roguer, Dir, College Business
		Irma Perez (DBA)	Operations
5	Ensuring terminated employees are no longer charged to	` /	Betsy Roguer, Dir, College Business
•	departmental cost centers.	Irma Perez (DBA)	Operations
6	Maintaining departmental Personnel files.	(Betsy Roguer, Dir, College Business
,	a department of the first	Irma Perez (DBA)	Operations
7	Ensuring valid authorization of new hires.	I CICE (DDI I)	Betsy Roguer, Dir, College Business
	Zarana valid addictization of new intes.	Irma Perez (DBA)	Operations
8	Ensuring valid authorization of changes in compensation rates.	I CICE (DDI I)	Betsy Roguer, Dir, College Business
	Zirouring valid addiorization of changes in compensation rates.	Irma Perez (DBA)	Operations
9	Ensuring the accurate input of changes to the HR System.	IIIIa I CICZ (DBA)	Betsy Roguer, Dir, College Business
	Ensuring the accurate input of changes to the FIR System.	Irma Paraz (DRA)	Operations
10	Consistant and officient managements in maintenance	Irma Perez (DBA)	Betsy Roguer, Dir, College Business
	Consistent and efficient responses to inquiries.	Inne Denne (DDA)	
		Irma Perez (DBA)	Operations

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			erson(s) (Name/Title)
	tion of Responsibility	Primary (Required)	Secondary (Optional)
CASH I	HANDLING		
1	Collecting cash, checks, etc.	Imelda Lucio (Office Asst.1)	
	Concerning cush, checks, etc.	micia Euclo (office 74351.1)	Irma Perez (DBA)
2	Reconciling cash, checks, etc. to receipts.		Betsy Roguer, Dir, College Business
		Irma Perez (DBA)	Operations
3	Preparing deposits.	Inner Denne (DDA)	Betsy Roguer, Dir, College Business
4	Preparing Journal Entries.	Irma Perez (DBA) Imelda Lucio (Office Asst.1)	Operations Andrea Johnson (Admin. Asst.)
-	reparing Journal Entires.	inicida Eucio (Office Asst.1)	Irma Perez (DBA)
5	Verifying deposits posted correctly in the Finance System.		Betsy Roguer, Dir, College Business
		Irma Perez (DBA)	Operations
6	Adequacy of physical safeguards of cash receipts and	, p (DDA)	Betsy Roguer, Dir, College Business
7	equivalent. Secure deposits via UHDPS to Student Financial Services.	Irma Perez (DBA)	Operations Betsy Roguer, Dir, College Business
/	Secure deposits via OHDFS to Student Financial Services.	Irma Perez (DBA)	Operations
8	Ensuring deposits are made timely.	(BB11)	Betsy Roguer, Dir, College Business
		Irma Perez (DBA)	Operations
9	Ensuring all employees who handle cash have completed Cash		D. D. S. S. T
	Security Procedures or Cash Deposit and Security Procedures	Immo Donog (DDA)	Betsy Roguer, Dir, College Business
10	training. Updating Cash Handling Procedures as needed.	Irma Perez (DBA)	Operations Betsy Roguer, Dir, College Business
10	popularing Cash Handring Frocedures as needed.	Irma Perez (DBA)	Operations
11	Distribution of Cash Handling Procedures to employees who	1 VI VI (B B I I)	Betsy Roguer, Dir, College Business
	handle cash.	Irma Perez (DBA)	Operations
12	Consistent and efficient responses to inquiries.		Betsy Roguer, Dir, College Business
DETEN	CAGIL	Irma Perez (DBA)	Operations
PETTY	CASH		
1	Preparing petty cash disbursements.	N/A	
	1 31 7		
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
2		NT/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	N/A	
0	disbursement.	N/A	
CONTR	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract		Betsy Roguer, Dir, College Business
DDODE	administration policies/procedures. RTY MANAGEMENT	Irma Perez (DBA)	Operations
PROPE	KIY MANAGEMENI		
1	Performing the annual inventory.	Raymond Pina	Steven Beatty
		(Mgr,Asst,User Srvc Suppor)	(Dir, College IT Support)
2	Ensuring the annual inventory was completed correctly.	Raymond Pina	Steven Beatty
2		(Mgr,Asst,User Srvc Suppor)	(Dir, College IT Support)
3	Tagging equipment.	Raymond Pina (Mgr,Asst,User Srvc Suppor)	Steven Beatty (Dir, College IT Support)
4	Approving requests for removal of equipment from campus.	Raymond Pina	Steven Beatty
	11	(Mgr,Asst,User Srvc Suppor)	(Dir, College IT Support)
DISCLO	OSURE FORMS	11 7	· · · ·
	E 1 1 1 1 1 2 1 1 2 1 1 2 1 1 2 1 1 2 1 1 2 1		D + D D' C !! D '
1	Ensuring all employees with purchasing influence complete the	Irma Daraz (DDA)	Betsy Roguer, Dir, College Business
2	annual Related Party disclosure statement online. Ensuring all full time, benefits eligible, exempt faculty and staff	Irma Perez (DBA)	Operations Betsy Roguer, Dir, College Business
	complete the Consulting disclosure statement online.	Irma Perez (DBA)	Operations
3	Ensuring that all Principal and Co-Principal Investigators		
	complete the annual Conflict of Interest disclosure statement for		Betsy Roguer, Dir, College Business
	the Division of Research.	Irma Perez (DBA)	Operations

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		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGA'	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Irma Perez (DBA) M. Beckham Dossett (Director)	Betsy Roguer, Dir, College Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
DEPAI	ISPONSORS. RTMENTAL COMPUTING	Inna reiez (DBA)	Operations
1	Management of the departments' information technology resources.	Raymond Pina (Mgr,Asst,User Srvc Suppor)	Steven Beatty (Dir, College IT Support)
2	Ensuring that critical data back up occurs.	Raymond Pina (Mgr,Asst,User Srvc Suppor)	Steven Beatty (Dir, College IT Support)
3	Ensuring that procedures such as password controls are followed.	Raymond Pina (Mgr,Asst,User Srvc Suppor)	Steven Beatty (Dir, College IT Support)
4	Reporting of suspected security violations.	Raymond Pina (Mgr,Asst,User Srvc Suppor)	Steven Beatty (Dir, College IT Support)

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