

H0087 Communication
Sciences and Disorders
Baseline Standards FY
2024

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.	Suleyka CruzaltaCBA	
2	Updating the Baseline Standards Form.	Suleyka CruzaltaCBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Anita Cortez Admin Coord.	Suleyka CruzaltaCBA
2	Reviewing cost center verifications.	Suleyka CruzaltaCBA	Margaret Blake Dept. Chair
3	Approving cost center verifications.	Suleyka CruzaltaCBA	Margaret Blake Dept. Chair
4	Ensuring all cost centers are verified/approved on a timely basis.	Suleyka CruzaltaCBA	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Suleyka CruzaltaCBA	
2	Ensuring the validity of travel and expense reimbursements.	Suleyka CruzaltaCBA	
3	Ensuring that goods and services are received and that timely payment is made.	Anita Cortez Admin Coord.	Suleyka CruzaltaCBA
4	Ensuring correct account coding on purchases documents.	Anita Cortez Admin Coord.	Suleyka CruzaltaCBA
5	Primary contact for inquiries to expenditure transactions.	Suleyka CruzaltaCBA	Anita Cortez Admin Coord.
PAYROLL / HUMAN RESOURCES			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Anita Cortez Admin Coord.	Suleyka CruzaltaCBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Anita Cortez Admin Coord.	Suleyka CruzaltaCBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Anita Cortez Admin Coord.	Suleyka CruzaltaCBA
4	Completing termination clearance procedures.	Suleyka CruzaltaCBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Anita Cortez Admin Coord.	Suleyka CruzaltaCBA
6	Maintaining departmental Personnel files.	Suleyka CruzaltaCBA	
7	Ensuring valid authorization of new hires.	Suleyka CruzaltaCBA	
8	Ensuring valid authorization of changes in compensation rates.	Suleyka CruzaltaCBA	
9	Ensuring the accurate input of changes to the HR System.	Suleyka CruzaltaCBA	

Department Name
Baseline Standards
FY 2024

		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
10	Consistent and efficient responses to inquiries.	Suleyka CruzaltaCBA	

Department Name
Baseline Standards
FY 2024

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Anita Cortez Admin Coord.	Suleyka CruzaltaCBA
2	Reconciling cash, checks, etc. to receipts.	Anita Cortez Admin Coord.	Suleyka CruzaltaCBA
3	Preparing deposits.	Anita Cortez Admin Coord.	Suleyka CruzaltaCBA
4	Preparing Journal Entries.	Anita Cortez Admin Coord.	Suleyka CruzaltaCBA
5	Verifying deposits posted correctly in the Finance System.	Suleyka CruzaltaCBA	Anita Cortez Admin Coord.
6	Adequacy of physical safeguards of cash receipts and equivalent.	Suleyka CruzaltaCBA	Anita Cortez Admin Coord.
7	Secure deposits via UHDPS to Student Financial Services.	Anita Cortez Admin Coord.	Suleyka CruzaltaCBA
8	Ensuring deposits are made timely.	Anita Cortez Admin Coord.	Suleyka CruzaltaCBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Suleyka CruzaltaCBA	
10	Updating Cash Handling Procedures as needed.	Suleyka CruzaltaCBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Suleyka CruzaltaCBA	
12	Consistent and efficient responses to inquiries.	Suleyka CruzaltaCBA	
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Suleyka CruzaltaCBA	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Anita Cortez Admin Coord.	Suleyka CruzaltaCBA

Department Name
Baseline Standards
FY 2024

Description of Responsibility	Responsible Person(s) (Name/Title)	
	Primary (Required)	Secondary (Optional)
2 Ensuring the annual inventory was completed correctly.	Suleyka CruzaltaCBA	
3 Tagging equipment.	Anita Cortez Admin Coord.	Suleyka CruzaltaCBA
4 Approving requests for removal of equipment from campus.	Suleyka CruzaltaCBA	
DISCLOSURE FORMS		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Suleyka Cruzalta DBA	
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Suleyka Cruzalta DBA	
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Suleyka Cruzalta DBA	

Department Name
Baseline Standards
FY 2024

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Anita Cortez Admin Coord.	Suleyka Cruzalta DBA
2	Billing.	Anita Cortez Admin Coord.	Suleyka Cruzalta DBA
3	Collection.	Anita Cortez Admin Coord.	Suleyka Cruzalta DBA
4	Recording.	Anita Cortez Admin Coord.	Suleyka Cruzalta DBA
5	Monitoring credit extended.	Anita Cortez Admin Coord.	Suleyka Cruzalta DBA
6	Approving write-offs.	Suleyka Cruzalta DBA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Suleyka Cruzalta DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Suleyka Cruzalta DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston IT Director	
2	Ensuring that critical data back up occurs.	Frank Houston IT Director	
3	Ensuring that procedures such as password controls are followed.	Frank Houston IT Director	
4	Reporting of suspected security violations.	Frank Houston IT Director	