

Military Sciences
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.	Office Coordinator (Susan Mangum)	
2	Updating the Baseline Standards Form.	Office Coordinator (Susan Mangum)	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Office Coordinator (Susan Mangum)	
2	Reviewing cost center verifications.	Office Coordinator (Susan Mangum)	
3	Approving cost center verifications.	Professor of Military Science (Melissa Comiskey)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Office Coordinator (Susan Mangum)	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Office Coordinator (Susan Mangum)	
2	Ensuring the validity of travel and expense reimbursements.	Office Coordinator (Susan Mangum)	
3	Ensuring that goods and services are received and that timely payment is made.	Office Coordinator (Susan Mangum)	
4	Ensuring correct account coding on purchases documents.	Office Coordinator (Susan Mangum)	
5	Primary contact for inquiries to expenditure transactions.	Office Coordinator (Susan Mangum)	
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.	Office Coordinator (Susan Mangum)	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Office Coordinator (Susan Mangum)	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Office Coordinator (Susan Mangum)	
4	Completing termination clearance procedures.	Office Coordinator (Susan Mangum)	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Office Coordinator (Susan Mangum)	
6	Maintaining departmental Personnel files.	Office Coordinator (Susan Mangum)	
7	Ensuring valid authorization of new hires.	Office Coordinator (Susan Mangum)	
8	Ensuring valid authorization of changes in compensation rates.	Office Coordinator (Susan Mangum)	
9	Ensuring the accurate input of changes to the HR System.	Office Coordinator (Susan Mangum)	

Department Name
Baseline Standards
FY 2024

		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
10	Consistent and efficient responses to inquiries.	Office Coordinator (Susan Mangum)	

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.	Office Supervisor (Lisa Meza)	
2	Reconciling cash, checks, etc. to receipts.	Office Coordinator (Susan Mangum)	
3	Preparing deposits.	Office Supervisor (Lisa Meza)	
4	Preparing Journal Entries.	Office Coordinator (Susan Mangum)	
5	Verifying deposits posted correctly in the Finance System.	Office Coordinator (Susan Mangum)	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Office Coordinator (Susan Mangum)	
7	Secure deposits via UHDPS to Student Financial Services.	Office Coordinator (Susan Mangum)	
8	Ensuring deposits are made timely.	Office Coordinator (Susan Mangum)	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Office Coordinator (Susan Mangum)	
10	Updating Cash Handling Procedures as needed.	Office Coordinator (Susan Mangum)	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Office Coordinator (Susan Mangum)	
12	Consistent and efficient responses to inquiries.	Office Coordinator (Susan Mangum)	
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.	Office Coordinator (Susan Mangum)	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Office Coordinator (Susan Mangum)	

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.	Office Coordinator (Susan Mangum)	
3	Tagging equipment.	Office Coordinator (Susan Mangum)	College/Division Information Technology Manager (Frank
4	Approving requests for removal of equipment from campus.	Office Coordinator (Susan Mangum)	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Office Coordinator (Susan Mangum)	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Office Coordinator (Susan Mangum)	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Office Coordinator (Susan Mangum)	

Department Name
Baseline Standards
FY 2024

Description of Responsibility		Responsible Person(s) (Name/Title)	
		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	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Suleyka Cruzalta CBA	
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.	College/Division Information Technology Manager (Frank	
2	Ensuring that critical data back up occurs.	College/Division Information Technology Manager (Frank	
3	Ensuring that procedures such as password controls are followed.	College/Division Information Technology Manager (Frank	
4	Reporting of suspected security violations.	College/Division Information Technology Manager (Frank	