

Office of Protocol Special Events  
Baseline Standards  
FY2024

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Tonja Jones, Ex. Dir. Special Events	
2	Updating the Baseline Standards Form.	TaShawna Wilson, Ex. Dir. Business Office Operations	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Brenda Ramirez, Depart. Bus. Administrator	
2	Reviewing cost center verifications.	TaShawna Wilson, Ex. Dir. Business Office Operations	
3	Approving cost center verifications.	TaShawna Wilson, Ex. Dir. Business Office Operations	
4	Ensuring all cost centers are verified/approved on a timely basis.	TaShawna Wilson, Ex. Dir. Business Office Operations	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
2	Ensuring the validity of travel and expense reimbursements.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
3	Ensuring that goods and services are received and that timely payment is made.	Meghan Ford, SPEV Coordinator	
4	Ensuring correct account coding on purchases documents.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
5	Primary contact for inquiries to expenditure transactions.	Meghan Ford, SPEV Coordinator	Brenda Ramirez, Depart. Bus. Administrator
<b>PAYROLL / HUMAN RESOURCES</b>			
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.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Bus. Office
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Bus. Office
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Bus. Office
4	Completing termination clearance procedures.	Meghan Ford, SPEV Coordinator	TaShawna Wilson, Ex. Dir. Bus. Office
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Bus. Office
6	Maintaining departmental Personnel files.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Bus. Office
7	Ensuring valid authorization of new hires.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Bus. Office
8	Ensuring valid authorization of changes in compensation rates.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Bus. Office
9	Ensuring the accurate input of changes to the HR System.	Brenda Ramirez, Depart. Bus. Administrator	
10	Consistent and efficient responses to inquiries.	Meghan Ford, SPEV Coordinator	Brenda Ramirez, Depart. Bus. Administrator
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Meghan Ford, SPEV Coordinator	
2	Reconciling cash, checks, etc. to receipts.	Meghan Ford, SPEV Coordinator	Brenda Ramirez, Depart. Bus. Administrator
3	Preparing deposits.	Brenda Ramirez, Depart. Bus. Administrator	
4	Preparing Journal Entries.	Brenda Ramirez, Depart. Bus. Administrator	

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5	Verifying deposits posted correctly in the Finance System.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Brenda Ramirez, Depart. Bus. Administrator	Tonja Jones, Ex. Dir. Special Events
7	Secure deposits via UHDPS to Student Financial Services.	UHPD	
8	Ensuring deposits are made timely.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
10	Updating Cash Handling Procedures as needed.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	TaShawna Wilson, Ex. Dir. Business Office Operations	
12	Consistent and efficient responses to inquiries.	Meghan Ford, SPEV Coordinator	Brenda Ramirez, Depart. Bus. Administrator
PETTY CASH			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than \$100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Meghan Ford, SPEV Coordinator	
2	Ensuring the annual inventory was completed correctly.	Brenda Ramirez, Depart. Bus. Administrator	
3	Tagging equipment.	Meghan Ford, SPEV Coordinator	
4	Approving requests for removal of equipment from campus.	Tonja Jones, Ex. Dir. Special Events	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Brenda Ramirez, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	

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5	Monitoring credit extended.	NA	
6	Approving write-offs.		
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	TaShawna Wilson, Ex. Dir. Business Office Operations	
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Tonja Jones, Ex. Dir. Special Events	
2	Ensuring that critical data back up occurs.	IT Executive Support	
3	Ensuring that procedures such as password controls are followed.	IT Executive Support	
4	Reporting of suspected security violations.	All Staff	