

Chemical Biomolecular Engineering -H0067
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.	Calyon Lewis, DBA	Tiffany McBride, ABA
2	Updating the Baseline Standards Form.	Calyon Lewis, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	NCWS (Student Workers) Tiffany McBride, ABA	Calyon Lewis, DBA
2	Reviewing cost center verifications.	Calyon Lewis, DBA	Tiffany McBride, ABA
3	Approving cost center verifications.	Principal Investigators	Triantafillos Mountziaris, Dept. Chair
4	Ensuring all cost centers are verified/approved on a timely basis.	Tiffany McBride, ABA	Calyon Lewis, DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Calyon Lewis, DBA	Tiffany McBride, ABA
2	Ensuring the validity of travel and expense reimbursements.	Nicolette Solano, Admin. Asst. Tiffany McBride, ABA	Calyon Lewis, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Tiffany McBride, ABA	Calyon Lewis, DBA
4	Ensuring correct account coding on purchases documents.	Tiffany McBride, ABA	Calyon Lewis, DBA
5	Primary contact for inquiries to expenditure transactions.	Tiffany McBride, ABA	Calyon Lewis, DBA
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.	Sandra Davidson, ABA	Calyon Lewis, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Sandra Davidson, ABA	Calyon Lewis, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Sandra Davidson, ABA	Calyon Lewis, DBA
4	Completing termination clearance procedures.	Calyon Lewis, DBA	Calyon Lewis, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Sandra Davidson, ABA	Calyon Lewis, DBA
6	Maintaining departmental Personnel files.	Sandra Davidson, ABA	Calyon Lewis, DBA
7	Ensuring valid authorization of new hires.	Calyon Lewis, DBA	Sandra Davidson, ABA
8	Ensuring valid authorization of changes in compensation rates.	Calyon Lewis, DBA	Sandra Davidson, ABA
9	Ensuring the accurate input of changes to the HR System.	Calyon Lewis, DBA	Sandra Davidson, ABA
10	Consistent and efficient responses to inquiries.	Calyon Lewis, DBA	Sandra Davidson, ABA
CASH HANDLING			

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1 Collecting cash, checks, etc.	Tiffany McBride, ABA Sandra Davidson, ABA	Calyon Lewis, DBA
2 Reconciling cash, checks, etc. to receipts.	Tiffany McBride, ABA	Calyon Lewis, DBA
3 Preparing deposits.	Tiffany McBride, ABA	Calyon Lewis, DBA
4 Preparing Journal Entries.	Tiffany McBride, ABA	Calyon Lewis, DBA
5 Verifying deposits posted correctly in the Finance System.	Calyon Lewis, DBA	Tiffany McBride, ABA
6 Adequacy of physical safeguards of cash receipts and equivalent.	Calyon Lewis, DBA	
7 Secure deposits via UHDPS to Student Financial Services.	Office of the Dean	
8 Ensuring deposits are made timely.	Tiffany McBride, ABA	Calyon Lewis, DBA
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Calyon Lewis, DBA	
10 Updating Cash Handling Procedures as needed.	Office of the Dean	
11 Distribution of Cash Handling Procedures to employees who handle cash.	Calyon Lewis, DBA	
12 Consistent and efficient responses to inquiries.	Calyon Lewis, DBA	Tiffany McBride, ABA
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.	Nicolette Solano, Admin. Asst. Tiffany McBride, ABA	Calyon Lewis, DBA
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	David Dawlearn, Lab Maintenance Supervisor	Calyon Lewis, DBA
2 Ensuring the annual inventory was completed correctly.	Triantafillos Mountziaris, Dept. Chair	Calyon Lewis, DBA
3 Tagging equipment.	David Dawlearn, Lab Maintenance Supervisor	Calyon Lewis, DBA
4 Approving requests for removal of equipment from campus.	Triantafillos Mountziaris, Dept. Chair	
DISCLOSURE FORMS		

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Calyon Lewis, DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Calyon Lewis, DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Triantafillos Mountziaris, Dept. Chair	Calyon Lewis, DBA
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.	Calyon Lewis, DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Principal Investigators	Calyon Lewis, DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Triantafillos Mountziaris, Dept. Chair	Calyon Lewis, DBA
2	Ensuring that critical data back up occurs.	ENGR College Information Systems	
3	Ensuring that procedures such as password controls are followed.	ENGR College Information Systems	
4	Reporting of suspected security violations.	ENGR College Information Systems	