Petroleum Engineering
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.	Charkethia Mimms/DBA	
2 Updating the Baseline Standards Form.	Charkethia Mimms/DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1 Preparing cost center verifications.	Rosemary Smith/Administrator Assistant	Charkethia Mimms/DBA
2 Reviewing cost center verifications.	Charkethia Mimms/DBA	Mohamed Soliman , Chair or PI
3 Approving cost center verifications.	Mohamed Soliman , Chair or PI	
4 Ensuring all cost centers are verified/approved on a timely basis.	Rosemary Smith/Administrator Assistant	Charkethia Mimms/DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1 Ensuring valid authorization of purchase documents.	Charkethia Mimms/DBA	Mohamed Soliman/ Chair
2 Ensuring the validity of travel and expense reimbursements.	Rosemary Smith/Administrator Assistant	Charkethia Mimms/DBA
3 Ensuring that goods and services are received and that timely payment is made.	Charkethia Mimms/DBA	Rosemary Smith/Administrator Assistant
4 Ensuring correct account coding on purchases documents.	Rosemary Smith/Administrator Assistant	Charkethia Mimms/DBA
5 Primary contact for inquiries to expenditure transactions.	Charkethia Mimms/DBA	Rosemary Smith/Administrator Assistant
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.	Managers/PI	Charkethia Mimms/DBA
2 Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Charkethia Mimms/DBA	Mohamed Soliman/ Chair
3 Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Charkethia Mimms/DBA	
4 Completing termination clearance procedures.	Charkethia Mimms/DBA	Rosemary Smith/Administrator Assistant
5 Ensuring terminated employees are no longer charged to departmental cost centers.	Charkethia Mimms/DBA	
6 Maintaining departmental Personnel files.	Rosemary Smith/Administrator Assistant	
7 Ensuring valid authorization of new hires.	Charkethia Mimms/DBA	Rosemary Smith/Administrator Assistant
8 Ensuring valid authorization of changes in compensation rates.	Charkethia Mimms/DBA	Rosemary Smith/Administrator Assistant
9 Ensuring the accurate input of changes to the HR System.	Charkethia Mimms/DBA	Rosemary Smith/Administrator Assistant
10 Consistent and efficient responses to inquiries.	Charkethia Mimms/DBA	

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CASH HANDLING			
1	Collecting cash, checks, etc.	Dean's Office	
2	Reconciling cash, checks, etc. to receipts.	Dean's Office	
3	Preparing deposits.	Dean's Office	
4	Preparing Journal Entries.	Rosemary Smith/Administrator Assistant	Charkethia Mimms/DBA
5	Verifying deposits posted correctly in the Finance System.	Charkethia Mimms/DBA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Dean's Office	
7	Secure deposits via UHDPS to Student Financial Services.	Dean's Office	
8	Ensuring deposits are made timely.	Rosemary Smith/Administrator Assistant	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Charkethia Mimms/DBA	
10	Updating Cash Handling Procedures as needed.	Charkethia Mimms/DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Charkethia Mimms/DBA	
12	Consistent and efficient responses to inquiries.	Rosemary Smith/Administrator Assistant	Charkethia Mimms/DBA
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.	Rosemary Smith/Administrator Assistant	Charkethia Mimms/DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Rosemary Smith/Administrator Assistant	Coleff, Daniel
2	Ensuring the annual inventory was completed correctly.	Rosemary Smith/Administrator Assistant	Coleff, Daniel
3	Tagging equipment.	Rosemary Smith/Administrator Assistant	Coleff, Daniel
4	Approving requests for removal of equipment from campus.	Charkethia Mimms/DBA-staff Mohamed Soliman/Chair-faculty	

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	DISCLOSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Charkethia Mimms/DBA-staff Mohamed Soliman/Chair-faculty	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Charkethia Mimms/DBA-staff Mohamed Soliman/Chair-faculty	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Mohamed Soliman , Chair	

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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.	Charkethia Mimms/DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Charkethia Mimms/DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Eric Stern/Manager, USS3	Manjunath Shenoy, College Info., Security O
2	Ensuring that critical data back up occurs.	Eric Stern/Manager, USS3	Manjunath Shenoy, College Info., Security O
3	Ensuring that procedures such as password controls are followed.	Eric Stern/Manager, USS3	Manjunath Shenoy, College Info., Security O
4	Reporting of suspected security violations.	Eric Stern/Manager, USS3	Manjunath Shenoy, College Info., Security O