

CoAD  
Baseline Standards  
FY 2025

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Nhu-Thuy Mai,Dir.Coll.Bus.Oper	Jessica Torres, DBA
2	Updating the Baseline Standards Form.	Nhu-Thuy Mai,Dir.Coll.Bus.Oper	Jessica Torres, DBA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Student Workers	Linda Silva, Office Supervisor
2	Reviewing cost center verifications.	Jessica Torres, DBA	Linda Silva, Office Supervisor
3	Approving cost center verifications.	Nhu-Thuy Mai,Dir.Coll.Bus.Oper	Jessica Torres, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Jessica Torres, DBA	Nhu-Thuy Mai,Dir.Coll.Bus.Oper
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Nancy Do, ADBA/ Linda Silva, Office Supervisor	Jessica Torres, DBA
2	Ensuring the validity of travel and expense reimbursements.	Nancy Do, ADBA/ Linda Silva, Office Supervisor	Jessica Torres, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Nancy Do, ADBA/ Linda Silva, Office Supervisor	Jessica Torres, DBA
4	Ensuring correct account coding on purchases documents.	Nancy Do, ADBA/ Linda Silva, Office Supervisor	Jessica Torres, DBA
5	Primary contact for inquiries to expenditure transactions.	Nancy Do, ADBA/ Linda Silva, Office Supervisor	Jessica Torres, 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.	Vacant, Coord, Dept HR/ Payroll 2	Jessica Torres, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Vacant, Coord, Dept HR/ Payroll 2	Jessica Torres, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Vacant, Coord, Dept HR/ Payroll 2	Jessica Torres, DBA
4	Completing termination clearance procedures.	Vacant, Coord, Dept HR/ Payroll 2	Jessica Torres, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Vacant, Coord, Dept HR/ Payroll 2	Jessica Torres, DBA
6	Maintaining departmental Personnel files.	Vacant, Coord, Dept HR/ Payroll 2	Jessica Torres, DBA
7	Ensuring valid authorization of new hires.	Vacant, Coord, Dept HR/ Payroll 2	Jessica Torres, DBA
8	Ensuring valid authorization of changes in compensation rates.	Vacant, Coord, Dept HR/ Payroll 2	Jessica Torres, DBA
9	Ensuring the accurate input of changes to the HR System.	Vacant, Coord, Dept HR/ Payroll 2	Jessica Torres, DBA
10	Consistent and efficient responses to inquiries.	Vacant, Coord, Dept HR/ Payroll 2	Jessica Torres, DBA

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Jessica Torres, DBA	Nancy Do, Fin Coord
2	Reconciling cash, checks, etc. to receipts.	Jessica Torres, DBA	Nancy Do, Fin Coord
3	Preparing deposits.	Nancy Do, ADBA	Jessica Torres, DBA
4	Preparing Journal Entries.	Nancy Do, ADBA	Jessica Torres, DBA
5	Verifying deposits posted correctly in the Finance System.	Jessica Torres, DBA	Nhu-Thuy Mai, Dir. Coll. Bus. Oper
6	Adequacy of physical safeguards of cash receipts and equivalent.	Nancy Do, ADBA	Jessica Torres, DBA
7	Secure deposits via UHDPs to Student Financial Services.	Nancy Do, ADBA	Jessica Torres, DBA
8	Ensuring deposits are made timely.	Nancy Do, ADBA	Jessica Torres, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Nhu-Thuy Mai, Dir. Coll. Bus. Oper	Jessica Torres, DBA
10	Updating Cash Handling Procedures as needed.	Nhu-Thuy Mai, Dir. Coll. Bus. Oper	Jessica Torres, DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Nhu-Thuy Mai, Dir. Coll. Bus. Oper	Jessica Torres, DBA
12	Consistent and efficient responses to inquiries.	Nhu-Thuy Mai, Dir. Coll. Bus. Oper	Jessica Torres, DBA
<b>PETTY CASH</b>			
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	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Nhu-Thuy Mai, Dir. Coll. Bus. Oper	Jessica Torres, DBA
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Linda Silva, Office Supervisor/ Antonio Farais, Mgr, Coll/Div Info Svcs 2	Nhu-Thuy Mai, Dir. Coll. Bus. Oper
2	Ensuring the annual inventory was completed correctly.	Linda Silva, Office Supervisor/ Antonio Farais, Mgr, Coll/Div Info Svcs 2	Nhu-Thuy Mai, Dir. Coll. Bus. Oper
3	Tagging equipment.	Linda Silva, Office Supervisor/ Antonio Farais, Mgr, Coll/Div Info Svcs 2	Jessica Torres, DBA
4	Approving requests for removal of equipment from campus.	Nhu-Thuy Mai, Dir. Coll. Bus. Oper	Jessica Torres, DBA
<b>DISCLOSURE FORMS</b>			

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Nhu-Thuy Mai,Dir.Coll.Bus.Oper	Jessica Torres, DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Nhu-Thuy Mai,Dir.Coll.Bus.Oper	Jessica Torres, DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Nhu-Thuy Mai,Dir.Coll.Bus.Oper	Jessica Torres, DBA

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	Nhu-Thuy Mai, Program Dir 2	
2	Billing.	Nhu-Thuy Mai, Program Dir 2	
3	Collection.	Nhu-Thuy Mai, Program Dir 2	
4	Recording.	Nhu-Thuy Mai, Program Dir 2	
5	Monitoring credit extended.	Nhu-Thuy Mai, Program Dir 2	
6	Approving write-offs.	Connie Barr,Dir.Coll.Bus.Oper	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Nhu-Thuy Mai, Program Dir 2	Connie Barr,Dir.Coll.Bus.Oper
2	Ensuring that research expenditures are covered by funds from sponsors.	Nhu-Thuy Mai, Program Dir 2	Connie Barr,Dir.Coll.Bus.Oper
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Antonio Farais, Mgr,Coll/Div Info SVCS 2	
2	Ensuring that critical data back up occurs.	Antonio Farais, Mgr,Coll/Div Info SVCS 2	
3	Ensuring that procedures such as password controls are followed.	Antonio Farais, Mgr,Coll/Div Info SVCS 2	
4	Reporting of suspected security violations.	Antonio Farais, Mgr,Coll/Div Info SVCS 2	