

Dean's Office Bauer College - H0041
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.	Francisco Lopez, Program Director 1	Christy Pennington, College Business Administrator
2	Updating the Baseline Standards Form.	Terrolyn Gunter, Program Director	Sara Brown, Executive Director, Academic Affairs
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Khanh Nguyen, Program Director	Sara Brown, Executive Director, Academic Affairs
2	Reviewing cost center verifications.	Khanh Nguyen, Program Director	Sara Brown, Executive Director, Academic Affairs
3	Approving cost center verifications.	Sara Brown, Executive Director, Academic Affairs	
4	Ensuring all cost centers are verified/approved on a timely basis.	Sara Brown, Executive Director, Academic Affairs	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Andrew Nguyen, Program Manager II	Terrolyn Gunter, Program Director
2	Ensuring the validity of travel and expense reimbursements.	Terrolyn Gunter, Program Director	Andrew Nguyen, Program Manager II
3	Ensuring that goods and services are received and that timely payment is made.	Andrew Nguyen, Program Manager II	Terrolyn Gunter, Program Director
4	Ensuring correct account coding on purchases documents.	Andrew Nguyen, Program Manager II	Terrolyn Gunter, Program Director
5	Primary contact for inquiries to expenditure transactions.	Andrew Nguyen, Program Manager II	Terrolyn Gunter, Program Director
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.	Francisco Lopez, Program Director 1	Christy Pennington, College Business Administrator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Francisco Lopez, Program Director 1	Christy Pennington, College Business Administrator
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Francisco Lopez, Program Director 1	Christy Pennington, College Business Administrator
4	Completing termination clearance procedures.	Francisco Lopez, Program Director 1	Christy Pennington, College Business Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Francisco Lopez, Program Director 1	Christy Pennington, College Business Administrator
6	Maintaining departmental Personnel files.	Francisco Lopez, Program Director 1	Christy Pennington, College Business Administrator
7	Ensuring valid authorization of new hires.	Christy Pennington, College Business Administrator	Sara Brown, Executive Director, Academic Affairs
8	Ensuring valid authorization of changes in compensation rates.	Christy Pennington, College Business Administrator	Sara Brown, Executive Director, Academic Affairs
9	Ensuring the accurate input of changes to the HR System.	Christy Pennington, College Business Administrator	Sara Brown, Executive Director, Academic Affairs
10	Consistent and efficient responses to inquiries.	Francisco Lopez, Program Director 1	Christy Pennington, College Business Administrator

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CASH HANDLING			
1	Collecting cash, checks, etc.	Terrolyn Gunter, Program Director	Andrew Nguyen, Program Manager II
2	Reconciling cash, checks, etc. to receipts.	Terrolyn Gunter, Program Director	Andrew Nguyen, Program Manager II
3	Preparing deposits.	Andrew Nguyen, Program Manager II	Terrolyn Gunter, Program Director
4	Preparing Journal Entries.	Andrew Nguyen, Program Manager II	Terrolyn Gunter, Program Director
5	Verifying deposits posted correctly in the Finance System.		
6	Adequacy of physical safeguards of cash receipts and equivalent.	Terrolyn Gunter, Program Director/ Andrew Nguyen, Program Manager II	Terrolyn Gunter, Program Director/ Andrew Nguyen, Program Manager II
7	Secure deposits via UHDPs to Student Financial Services.	Andrew Nguyen, Program Manager II	Terrolyn Gunter, Program Director
8	Ensuring deposits are made timely.	Terrolyn Gunter, Program Director	Andrew Nguyen, Program Manager II
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Terrolyn Gunter, Program Director	Sara Brown, Executive Director, Academic Affairs
10	Updating Cash Handling Procedures as needed.	Terrolyn Gunter, Program Director	Sara Brown, Executive Director, Academic Affairs
11	Distribution of Cash Handling Procedures to employees who handle cash.	Terrolyn Gunter, Program Director	Sara Brown, Executive Director, Academic Affairs
12	Consistent and efficient responses to inquiries.	Terrolyn Gunter, Program Director	Andrew Nguyen, Financial Coordinator 2
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Terrolyn Gunter, Program Director	Sara Brown, Executive Director, Academic Affairs
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Francisco Lopez, Program Director 1	?
2	Ensuring the annual inventory was completed correctly.	Francisco Lopez, Program Director 1	?
3	Tagging equipment.	Francisco Lopez, Program Director 1	?
4	Approving requests for removal of equipment from campus.	Francisco Lopez, Program Director 1	?
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Francisco Lopez, Program Director 1	Christy Pennington, College Business Administrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Francisco Lopez, Program Director 1	Christy Pennington, College Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	N/A

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Sara Brown, Executive Director, Academic Affairs	
2	Ensuring that research expenditures are covered by funds from sponsors.	Sara Brown, Executive Director, Academic Affairs	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Hina Khan, Director - Bauer Division of Technology	
2	Ensuring that critical data back up occurs.	Hina Khan, Director - Bauer Division of Technology	
3	Ensuring that procedures such as password controls are followed.	Hina Khan, Director - Bauer Division of Technology	
4	Reporting of suspected security violations.	Hina Khan, Director - Bauer Division of Technology	