

Biomedical Engineering - H0071
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.	Tere Eddy, DBA	Katelyn Finnegan Asst DBA
2	Updating the Baseline Standards Form.	Tere Eddy, DBA	Katelyn Finnegan Asst DBA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Lai Luu, Prog Coordinator	Tere Eddy, DBA
2	Reviewing cost center verifications.	Katelyn Finnegan -Asst Business Admin , Tere Eddy DBA	Tere Eddy, DBA
3	Approving cost center verifications.	PI - Grants/Projects Departmental Approval - Metin Akay	Metin Akay , Dept Chair/ Asst Chair/ DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Lai Luu , Prog Coordinator 2 , Katelyn Finnegan Asst Business	Tere Eddy, DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Ting Chen, Program Director 3 . Katelyn Finnegan- Asst DBA	Tere Eddy, DBA
2	Ensuring the validity of travel and expense reimbursements.	Katelyn Finnegan Asst DBA	Tere Eddy, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Lai Luu Prog Coordinator, Lab supervisors	Tere Eddy, DBA
4	Ensuring correct account coding on purchases documents.	Lai Luu , Prog Coordinator 2, Katelyn Finnegan - Asst DBA	Tere Eddy, DBA - David Nguyen ABA
5	Primary contact for inquiries to expenditure transactions.	Lai Luu - Prog Coordinator 2 Katelyn Finnegan - Asst DBA	Tere Eddy, DBA , David Nguyen ABA
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.	Katelyn Finnegan -Asst Business Admin , Tere Eddy DBA	Tere Eddy , DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Katelyn Finnegan -Asst Business Admin ,	Tere Eddy , DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Katelyn Finnegan -Asst Business Admin , Tere Eddy DBA	Tere Eddy , DBA
4	Completing termination clearance procedures.	Katelyn Finnegan -Asst Business Admin ,	Tere Eddy , DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Katelyn Finnegan -Asst Business Admin ,	Tere Eddy , DBA
6	Maintaining departmental Personnel files.	Katelyn Finnegan -Asst Business Admin ,	Tere Eddy , DBA
7	Ensuring valid authorization of new hires.	Katelyn Finnegan -Asst Business Admin ,	Tere Eddy , DBA
8	Ensuring valid authorization of changes in compensation rates.	Katelyn Finnegan -Asst Business Admin ,	Tere Eddy , DBA
9	Ensuring the accurate input of changes to the HR System.	Katelyn Finnegan -Asst Business Admin ,	Tere Eddy , DBA
10	Consistent and efficient responses to inquiries.	Katelyn Finnegan -Asst Business Admin ,	Tere Eddy , DBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Katelyn Finnegan Asst Business Admin , Lai Luu Prog Coodinator	Tere Eddy, DBA
2	Reconciling cash, checks, etc. to receipts.	Katelyn Finnegan Asst Business Admin , Lai Luu Prog Coodinator	Tere Eddy, DBA
3	Preparing deposits.	Dean's Office	
4	Preparing Journal Entries.	Katelyn Finnegan Asst Business Admin , Lai Luu Prog Coodinator	Tere Eddy , DBA
5	Verifying deposits posted correctly in the Finance System.	Katelyn Finnegan Asst Business Admin , Lai Luu Prog Coodinator	Tere Eddy , DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Katelyn Finnegan Asst Business Admin , Lai Luu Prog Coodinator	Tere Eddy , DBA
7	Secure deposits via UHDPS to Student Financial Services.	Dean's Office	
8	Ensuring deposits are made timely.	Katelyn Finnegan Asst Business Admin , Lai Luu Prog Coodinator	Tere Eddy , DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Katelyn Finnegan Asst Business Admin , Lai Luu Prog Coodinator	Tere Eddy , DBA
10	Updating Cash Handling Procedures as needed.	Stephen Bangerter, Exec Director of Business Operations	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Tere Eddy, Department Business Administrator	
12	Consistent and efficient responses to inquiries.	Tere Eddy, Department Business Administrator	
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.	Katelyn Finnegan .Asst DBA , Tere Eddy DBA	Tere Eddy, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Nicholas Plosko, Spvr Electronic Shop	Tere Eddy, DBA
2	Ensuring the annual inventory was completed correctly.	Nicholas Plosko, Spvr Electronic Shop	Tere Eddy, DBA
3	Tagging equipment.	Nicholas Plosko, Spvr Electronic Shop	Tere Eddy, DBA
4	Approving requests for removal of equipment from campus.	Nicholas Plosko, Spvr Electronic Shop	Tere Eddy, DBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Ting Chen - Program Director 3	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Tere Eddy DBA	Tere Eddy DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Tere Eddy, Department Business Administrator	

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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.	Tere Eddy, DBA	Stephen Bangerter, Exec Director of Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Principal Investigators	Tere Eddy, DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Nicholas Plosko, Spvs Electronic Shop	Erin Stern, Mgr, Coll/Div/Info Svcs 2
2	Ensuring that critical data back up occurs.	Nicholas Plosko, Spvs Electronic Shop	Erin Stern, Mgr, Coll/Div/Info Svcs 2
3	Ensuring that procedures such as password controls are followed.	Nicholas Plosko, Spvs Electronic Shop	Erin Stern, Mgr, Coll/Div/Info Svcs 2
4	Reporting of suspected security violations.	Nicholas Plosko, Spvs Electronic Shop	Erin Stern, Mgr, Coll/Div/Info Svcs 2