Petroleum Engineering Baseline Standards FY 2025

		Responsible Person(s) (Name/Title)		
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)	
	RTMENTAL POLICIES & PROCEDURES / BASELINE			
	DARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Charkethia Mimms/DBA		
2	Updating the Baseline Standards Form.	Charkethia Mimms/DBA		
FINAN	ICIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Rosemary Smith/Administrator Assistant	Charkethia Mimms/DBA	
2	Reviewing cost center verifications.	Charkethia Mimms/DBA	Dimitrios Hatzignatiou , Chair or PI	
3	Approving cost center verifications.	Dimitrios Hatzignatiou , Chair or PI		
4	Ensuring all cost centers are verified/approved on a timely basis.	Rosemary Smith/Administrator Assistant	Charkethia Mimms/DBA	
FINAN	ICIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Charkethia Mimms/DBA	Dimitrios Hatzignatiou , 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	
PAYR	OLL / 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	Dimitrios Hatzignatiou , 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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ASH HANDLING 1 Collecting cash, checks, etc. 2 Reconciling cash, checks, etc. to receipts. 3 Preparing deposits. 4 Preparing Journal Entries. 5 Verifying deposits posted correctly in the Finance System. 6 Adequacy of physical safeguards of cash receipts and equivalent. 7 Secure deposits via UHDPS to Student Financial Services. 8 Ensuring deposits are made timely. 9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures or Cash Deposit and Security Procedures or Cash Deposit and Security Procedures or Cash Handling Procedures as needed. 10 Updating Cash Handling Procedures to employees who handle cash. 11 Distribution of Cash Handling Procedures to employees who handle cash. 12 Consistent and efficient responses to inquiries. 13 Ensuring petty cash disbursements. 14 Preparing petty cash disbursements are not for more than \$100. 15 Ensuring petty cash disbursements are made for only authorized purposes. 16 Replenishing the petty cash fund timely. 17 Repairing the preparation of the party cash disbursements. 18 Perparing petty cash disbursements are made for only authorized purposes. 19 Replenishing the petty cash fund timely. 20 Ensuring petty cash disbursements are made for only authorized hydrogenesis. 3 Replenishing the petty cash fund timely. 4 Approving petty cash disbursements. 5 Rosemary Smith/Administrator Assistant Charkethia Mimms. 5 Rosemary Smith/Administrator Assistant Charkethia Mimms. 6 Rosemary Smith/Administrator Assistant Charkethia Mimms. 7 Rosemary Smith/Administrator Assistant Charkethia Mimms. 8 Rosemary Smith/Administrator Assistant Charkethia Mimms. 9 Rosemary Smith/Administrator Assistant Charkethia Mimms. 9 Rosemary Smith/Administrator Assistant Charkethia Mimms. 9 Rosemary Smith/Administrato		otion of Responsibility		Responsible Person(s) (Name/Title)	
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1 Ensuring all employees with purchasing influence complete the Charkethia Mimms/DBA-staff	Ensurin	ring all employees with purchasing influence complete the	e Charkethia Mimms/DBA-staff		
annual Related Party disclosure statement online. Dimitrios Hatzignatiou/Chair-faculty	,		Dimitrios Hatzignatiou/Chair-faculty		
2 Ensuring all full time, benefits eligible, exempt faculty and staff Charkethia Mimms/DBA-staff					
complete the Consulting disclosure statement online. Dimitrios Hatzignatiou/Chair-faculty			Dimitrios Hatzignatiou/Chair-faculty		
Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for			or l		
the Division of Research. Dimitrios Hatzignatiou , Chair					

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Petroleum Engineering Baseline Standards FY 2025

		Responsible Person(s) (Name/Title)	
Descri	iption of Responsibility	Primary (Required)	Secondary (Optional)
ACCO	UNTS 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	
NEGA	TIVE 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	
DEPA	RTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Eric Stern/Manager, USS3	Manjunath Shenoy, College Info., Security Of
2	Ensuring that critical data back up occurs.	Eric Stern/Manager, USS3	Manjunath Shenoy, College Info., Security Of
3	Ensuring that procedures such as password controls are followed.	Eric Stern/Manager, USS3	Manjunath Shenoy, College Info., Security Of
4	Reporting of suspected security violations.	Eric Stern/Manager, USS3	Manjunath Shenoy, College Info., Security Of

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