

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

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CASH HANDLING			
1	Collecting cash, checks, etc.	Maria Leon-Ponce ABA	Suleyka CruzaltaCBA
2	Reconciling cash, checks, etc. to receipts.	Maria Leon-Ponce ABA	Suleyka CruzaltaCBA
3	Preparing deposits.	Maria Leon-Ponce ABA	Suleyka CruzaltaCBA
4	Preparing Journal Entries.	Maria Leon-Ponce ABA	Suleyka CruzaltaCBA
5	Verifying deposits posted correctly in the Finance System.	Suleyka CruzaltaCBA	Maria Leon-Ponce ABA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Suleyka CruzaltaCBA	Maria Leon-Ponce ABA
7	Secure deposits via UHDPs to Student Financial Services.	Maria Leon-Ponce ABA	
8	Ensuring deposits are made timely.	Maria Leon-Ponce ABA	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Suleyka CruzaltaCBA	
10	Updating Cash Handling Procedures as needed.	Suleyka CruzaltaCBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Suleyka CruzaltaCBA	
12	Consistent and efficient responses to inquiries.	Suleyka CruzaltaCBA	
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.	Suleyka CruzaltaCBA	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Maria Leon-Ponce ABA	Suleyka CruzaltaCBA
2	Ensuring the annual inventory was completed correctly.	Suleyka CruzaltaCBA	
3	Tagging equipment.	Maria Leon-Ponce ABA	Suleyka CruzaltaCBA
4	Approving requests for removal of equipment from campus.	Suleyka CruzaltaCBA	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Suleyka CruzaltaCBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Suleyka CruzaltaCBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Suleyka CruzaltaCBA	

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	Maria Leon-Ponce ABA	Suleyka CruzaltaCBA
2	Billing.	Maria Leon-Ponce ABA	Suleyka CruzaltaCBA
3	Collection.	Maria Leon-Ponce ABA	Suleyka CruzaltaCBA
4	Recording.	Maria Leon-Ponce ABA	Suleyka CruzaltaCBA
5	Monitoring credit extended.	Maria Leon-Ponce ABA	Suleyka CruzaltaCBA
6	Approving write-offs.	Suleyka CruzaltaCBA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Suleyka CruzaltaCBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Suleyka CruzaltaCBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston IT Director	
2	Ensuring that critical data back up occurs.	Frank Houston IT Director	
3	Ensuring that procedures such as password controls are followed.	Frank Houston IT Director	
4	Reporting of suspected security violations.	Frank Houston IT Director	