

H0473- CWMCA
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.	Tammie Florence, DBA	Connie Barr, Coll/Div Bus. Ops
2	Updating the Baseline Standards Form.	Tammie Florence, DBA	Connie Barr, Coll/Div Bus. Ops
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Tammie Florence, DBA	
2	Reviewing cost center verifications.	Tammie Florence, DBA	Connie Barr, Coll/Div Bus. Ops
3	Approving cost center verifications.	Connie Barr, Coll/Div Bus Ops	
4	Ensuring all cost centers are verified/approved on a timely basis.	Tammie Florence, DBA	Connie Barr, Coll/Div Bus. Ops
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Tammie Florence, DBA	Connie Barr, Coll/Div Bus. Ops
2	Ensuring the validity of travel and expense reimbursements.	Tammie Florence, DBA	Connie Barr, Coll/Div Bus. Ops
3	Ensuring that goods and services are received and that timely payment is made.	Sarah Jentsch, Prg Mgr I	Tammie Florence, DBA
4	Ensuring correct account coding on purchases documents.	Sarah Jentsch, Prg Mgr I	Tammie Florence, DBA
5	Primary contact for inquiries to expenditure transactions.		
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.	Tammie Florence, DBA	Hector Abercombie
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Tammie Florence, DBA	Hector Abercombie
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Tammie Florence, DBA	Hector Abercombie
4	Completing termination clearance procedures.	Tammie Florence, DBA	Hector Abercombie
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Tammie Florence, DBA	Hector Abercombie
6	Maintaining departmental Personnel files.	Tammie Florence, DBA	Hector Abercombie
7	Ensuring valid authorization of new hires.	Tammie Florence, DBA	Hector Abercombie
8	Ensuring valid authorization of changes in compensation rates.	Tammie Florence, DBA	Hector Abercombie
9	Ensuring the accurate input of changes to the HR System.	Tammie Florence, DBA	Hector Abercombie
10	Consistent and efficient responses to inquiries.	Tammie Florence, DBA	Hector Abercombie

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

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Tammie Florence, DBA	Rayna Spencer, CBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Tammie Florence, DBA	Rayna Spencer, CBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Steven Beatty, IT	Raymond Pina, IT
2	Ensuring that critical data back up occurs.	Steven Beatty, IT	Raymond Pina, IT
3	Ensuring that procedures such as password controls are followed.	Steven Beatty, IT	Raymond Pina, IT
4	Reporting of suspected security violations.	Steven Beatty, IT	Raymond Pina, IT