Department Name
Baseline Standards
FY 2025

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Angela Williams (DBA)	
2	Updating the Baseline Standards Form.	Angela Williams (DBA)	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Angela Williams (DBA)	
2	Reviewing cost center verifications.	David Phillips (Chair)	
3	Approving cost center verifications.	David Phillips (Chair)	
4	Ensuring all cost centers are verified/approved on a timely basis.	David McMullen (Exec Dir of Bus Oper)	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Angela Williams (DBA)	
2	Ensuring the validity of travel and expense reimbursements.	Bernadette Boulet (DBA)	Angela Williams (DBA)
3	Ensuring that goods and services are received and that timely payment is made.	Bernadette Boulet (DBA)	Angela Williams (DBA)
4	Ensuring correct account coding on purchases documents.	Bernadette Boulet (DBA)	Angela Williams (DBA)
5	Primary contact for inquiries to expenditure transactions.	Bernadette Boulet (DBA)	Angela Williams (DBA)
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.	Angela Williams (DBA)	Bernadette Boulet (DBA)
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Angela Williams (DBA)	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Bernadette Boulet (DBA)	Angela Williams (DBA)
4	Completing termination clearance procedures.	Angela Williams (DBA)	Bernadette Boulet (DBA)
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Angela Williams (DBA)	Bernadette Boulet (DBA)
6	Maintaining departmental Personnel files.	Angela Williams (DBA)	Bernadette Boulet (DBA)
7	Ensuring valid authorization of new hires.	Angela Williams (DBA)	Bernadette Boulet (DBA)
8	Ensuring valid authorization of changes in compensation rates.	Angela Williams (DBA)	David Phillips (Chair)
9	Ensuring the accurate input of changes to the HR System.	Angela Williams (DBA)	Bernadette Boulet (DBA)
10	Consistent and efficient responses to inquiries.	Angela Williams (DBA)	Martha Arenas (DBA)

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Bernadette Boulet (DBA)	Angela Williams (DBA)
2	Reconciling cash, checks, etc. to receipts.	Bernadette Boulet (DBA)	Angela Williams (DBA)
3	Preparing deposits.	Bernadette Boulet (DBA)	Angela Williams (DBA)
4	Preparing Journal Entries.	Bernadette Boulet (DBA)	Angela Williams (DBA)
5	Verifying deposits posted correctly in the Finance System.	Angela Williams (DBA)	Bernadette Boulet (DBA)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Bernadette Boulet (DBA)	Angela Williams (DBA)
7	Secure deposits via UHDPS to Student Financial Services.	Bernadette Boulet (DBA)	Angela Williams (DBA)
8	Ensuring deposits are made timely.	Bernadette Boulet (DBA)	Angela Williams (DBA)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Angela Williams (DBA)	
10	Updating Cash Handling Procedures as needed.	Angela Williams (DBA)	Bernadette Boulet (DBA)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Angela Williams (DBA)	Bernadette Boulet (DBA)
12	Consistent and efficient responses to inquiries.	Bernadette Boulet (DBA)	Angela Williams (DBA)
PETTY CASH			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than $100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Angela Williams (DBA)	Bernadette Boulet (DBA)
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Frank Houston (CLASS IT Manager)	
2	Ensuring the annual inventory was completed correctly.	Frank Houston (CLASS IT Manager)	
3	Tagging equipment.	Frank Houston (CLASS IT Manager)	
4	Approving requests for removal of equipment from campus.	Frank Houston (CLASS IT Manager)	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Angela Williams (DBA)	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Angela Williams (DBA)	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Angela Williams (DBA)	

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
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.	Angela Williams (DBA)	Bernadette Boulet (DBA)
2	Ensuring that research expenditures are covered by funds from sponsors.	Angela Williams (DBA)	Bernadette Boulet (DBA)
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston (CLASS IT Manager)	
2	Ensuring that critical data back up occurs.	Frank Houston (CLASS IT Manager)	
3	Ensuring that procedures such as password controls are followed.	Frank Houston (CLASS IT Manager)	
4	Reporting of suspected security violations.	Frank Houston (CLASS IT Manager)	