

Chemistry
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.	Rachell Marks, CBA	Antoinette Marvels, PM2
2	Updating the Baseline Standards Form.	Rachell Marks, CBA	Antoinette Marvels, PM2
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Alfred (James) Ash, ABA	Ny'Sa Scott, FC2
2	Reviewing cost center verifications.	Cost Center Managers	Rachell Marks, CBA
3	Approving cost center verifications.	Cost Center Managers	Rachell Marks, CBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Alfred (James) Ash, ABA	Ny'Sa Scott, FC2
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Antoinette Marvels, PM2	Rachell Marks, CBA
2	Ensuring the validity of travel and expense reimbursements.	Spencer Cook, PM1	Rachell Marks, CBA
3	Ensuring that goods and services are received and that timely payment is made.	Antoinette Marvels, PM2	Ny'Sa Scott, FC2
4	Ensuring correct account coding on purchases documents.	Antoinette Marvels, PM2	Ny'Sa Scott, FC2
5	Primary contact for inquiries to expenditure transactions.	Antoinette Marvels, PM2	Ny'Sa Scott, FC2
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.	Tierra Kirts, ABA	Rachell Marks, CBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Tierra Kirts, ABA	Rachell Marks, CBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Tierra Kirts, ABA	Rachell Marks, CBA
4	Completing termination clearance procedures.	Rachell Marks, CBA	Tierra Kirts, ABA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Tierra Kirts, ABA	Rachell Marks, CBA
6	Maintaining departmental Personnel files.	Tierra Kirts, ABA	Rachell Marks, CBA
7	Ensuring valid authorization of new hires.	Tierra Kirts, ABA	Rachell Marks, CBA
8	Ensuring valid authorization of changes in compensation rates.	Tierra Kirts, ABA	Rachell Marks, CBA
9	Ensuring the accurate input of changes to the HR System.	Tierra Kirts, ABA	Rachell Marks, CBA
10	Consistent and efficient responses to inquiries.	Tierra Kirts, ABA	Rachell Marks, CBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Bailee Stewart, PC1	Alfred (James) Ash, ABA
2	Reconciling cash, checks, etc. to receipts.	Alfred (James) Ash, ABA	Ny'Sa Scott, FC2
3	Preparing deposits.	Alfred (James) Ash, ABA	Ny'Sa Scott, FC2
4	Preparing Journal Entries.	Alfred (James) Ash, ABA	Ny'Sa Scott, FC2
5	Verifying deposits posted correctly in the Finance System.	Alfred (James) Ash, ABA	Ny'Sa Scott, FC2
6	Adequacy of physical safeguards of cash receipts and equivalent.	Alfred (James) Ash, ABA	Ny'Sa Scott, FC2
7	Secure deposits via UHDPS to Student Financial Services.	Alfred (James) Ash, ABA	Ny'Sa Scott, FC2
8	Ensuring deposits are made timely.	Alfred (James) Ash, ABA	Ny'Sa Scott, FC2
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Alfred (James) Ash, ABA	Ny'Sa Scott, FC2
10	Updating Cash Handling Procedures as needed.	Alfred (James) Ash, ABA	Ny'Sa Scott, FC2
11	Distribution of Cash Handling Procedures to employees who handle cash.	Alfred (James) Ash, ABA	Ny'Sa Scott, FC2
12	Consistent and efficient responses to inquiries.	Alfred (James) Ash, ABA	Ny'Sa Scott, FC2
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Antoinette Marvels, PM2	Rachell Marks, CBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Jerry Do, SA1	Rachell Marks, CBA
2	Ensuring the annual inventory was completed correctly.	Jerry Do, SA1	Rachell Marks, CBA
3	Tagging equipment.	Jerry Do, SA1	Rachell Marks, CBA
4	Approving requests for removal of equipment from campus.	Jerry Do, SA1	Rachell Marks, CBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Rachell Marks, CBA	Tierra Kirts, ABA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Rachell Marks, CBA	Tierra Kirts, ABA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Rachell Marks, CBA	Tierra Kirts, ABA

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	LaRavin Ifendu, PC2	Alfred (James) Ash, ABA
2	Billing.	LaRavin Ifendu, PC3	Alfred (James) Ash, ABA
3	Collection.	LaRavin Ifendu, PC4	Alfred (James) Ash, ABA
4	Recording.	LaRavin Ifendu, PC5	Alfred (James) Ash, ABA
5	Monitoring credit extended.	LaRavin Ifendu, PC6	Alfred (James) Ash, ABA
6	Approving write-offs.	Rachell Marks, CBA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Rachell Marks, CBA	Antoinette Marvels, PM2
2	Ensuring that research expenditures are covered by funds from sponsors.	Rachell Marks, CBA	Antoinette Marvels, PM2
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Jerry Do, SA1	
2	Ensuring that critical data back up occurs.	Jerry Do, SA1	
3	Ensuring that procedures such as password controls are followed.	Jerry Do, SA1	
4	Reporting of suspected security violations.	Jerry Do, SA1	