Department Name Baseline Standards FY YYYY

		Responsible Person(s) (Name/Title)	
	otion of Responsibility	Primary (Required)	Secondary (Optional)
DEPA	RTMENTAL POLICIES & PROCEDURES / BASELINE		
STANI	DARDS		
1	Ensuring the Departmental Policy and Procedures manual is	D. Vathana Taut Dana	Samer Shammas, Director, College
	current.	Dr. Kathryn Tart, Dean	Business Operations
2	Updating the Baseline Standards Form.	Samer Shammas, Director,	D. K. J. T. (D.
		College Business Operations	Dr. Kathryn Tart, Dean
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Leigh Ann Smith, Executive	Samer Shammas, Director, College
		Administrative Assitant	Business Operations
2	Reviewing cost center verifications.	Samer Shammas, Director,	Dr. Kathryn Tart, Dean
		College Business Operations	Dr. Kaunyn Tart, Dean
3	Approving cost center verifications.	Samer Shammas, Director,	Du Vothuru Tout Doon
		College Business Operations	Dr. Kathryn Tart, Dean
4	Ensuring all cost centers are verified/approved on a timely	Samer Shammas, Director,	Dr. Kathurus Tout Door
	basis.	College Business Operations	Dr. Kathryn Tart, Dean
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Leigh Ann Smith, Executive	Samer Shammas, Director, College
		Administrative Assitant	Business Operations
2	Ensuring the validity of travel and expense reimbursements.	Leigh Ann Smith, Executive	Samer Shammas, Director, College
		Administrative Assitant	Business Operations
3	Ensuring that goods and services are received and that timely	Leigh Ann Smith, Executive	Samer Shammas, Director, College
	payment is made.	Administrative Assitant	Business Operations
4	Ensuring correct account coding on purchases documents.	Samer Shammas, Director,	Leigh Ann Smith, Executive
		College Business Operations	Administrative Assitant
5	Primary contact for inquiries to expenditure transactions.	Samer Shammas, Director,	Leigh Ann Smith, Executive
Ü	1	College Business Operations	Administrative Assitant
PAYRO	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	Samer Shammas, Director,	Leigh Ann Smith, Executive
	recorded and paid on each bi-weekly paycheck.	College Blisiness Unerations 1	Administrative Assitant
2	Ensuring all monthly leave is recorded and approved before the	Samer Shammas, Director,	Leigh Ann Smith, Executive
2	deadlines set by Payroll.	College Business Operations	Administrative Assitant
3	Reconciling approved reported time and leave (bi-weekly	College Busiliess Operations	Administrative Assitant
3	employees) and ePARs (monthly employees) to the trial and	Samer Shammas, Director,	Leigh Ann Smith, Executive
	final payroll verification reports.	College Business Operations	Administrative Assitant
4	Completing termination clearance procedures.	Samer Shammas, Director,	Leigh Ann Smith, Executive
4	Completing termination cicarance procedures.	College Business Operations	Administrative Assitant
5	Ensuring terminated employees are no longer charged to	Samer Shammas, Director,	Leigh Ann Smith, Executive
5	departmental cost centers.	College Business Operations	Administrative Assitant
6	Maintaining departmental Personnel files.	Samer Shammas, Director,	Leigh Ann Smith, Executive
U	departmental i ersonner mes.	College Business Operations	Administrative Assitant
7	Ensuring valid authorization of new hires.	Samer Shammas, Director,	Leigh Ann Smith, Executive
	Ensuring valid additionzation of fiew filtes.	College Business Operations	Administrative Assitant
8	Ensuring valid authorization of changes in compensation rates.	Samer Shammas, Director,	Leigh Ann Smith, Executive
	Ensuring valid audiorization of changes in compensation rates.	College Business Operations	Administrative Assitant
9	Ensuring the accurate input of changes to the HR System.		Leigh Ann Smith, Executive
	Ensuring the accurate input of changes to the rik System.	Samer Shammas, Director,	_
10	Consistent and efficient responses to inquiries.	College Business Operations	Administrative Assitant
10	Consistent and efficient responses to inquiries.	Samer Shammas, Director,	Leigh Ann Smith, Executive
		College Business Operations	Administrative Assitant

Department Name Baseline Standards FY YYYY

CASH H 1 2 3 4 5 6 7 8 9 10 11	tion of Responsibility IANDLING Collecting cash, checks, etc. Reconciling cash, checks, etc. to receipts. Preparing deposits. Preparing Journal Entries. Verifying deposits posted correctly in the Finance System. Adequacy of physical safeguards of cash receipts and equivalent. Secure deposits via UHDPS to Student Financial Services. Ensuring deposits are made timely. Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash. Consistent and efficient responses to inquiries.	Melvina Brandley, Secretary 2 Leigh Ann Smith, Executive Administrative Assitant Melvina Brandley, Secretary 2 Samer Shammas, Director, College Business Operations Leigh Ann Smith, Executive Administrative Assitant Samer Shammas, Director, College Business Operations	Secondary (Optional) Leigh Ann Smith, Executive Administrative Assitant Samer Shammas, Director, College Business Operations Leigh Ann Smith, Executive Administrative Assitant N/A Samer Shammas, Director, College Business Operations Leigh Ann Smith, Executive Administrative Assitant Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean
1 2 3 4 5 6 7 8 9 10 11	Collecting cash, checks, etc. Reconciling cash, checks, etc. to receipts. Preparing deposits. Preparing Journal Entries. Verifying deposits posted correctly in the Finance System. Adequacy of physical safeguards of cash receipts and equivalent. Secure deposits via UHDPS to Student Financial Services. Ensuring deposits are made timely. Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash.	Leigh Ann Smith, Executive Administrative Assitant Melvina Brandley, Secretary 2 Samer Shammas, Director, College Business Operations Leigh Ann Smith, Executive Administrative Assitant Samer Shammas, Director, College Business Operations	Administrative Assitant Samer Shammas, Director, College Business Operations Leigh Ann Smith, Executive Administrative Assitant N/A Samer Shammas, Director, College Business Operations Leigh Ann Smith, Executive Administrative Assitant Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean
2 3 4 5 6 7 8 9	Reconciling cash, checks, etc. to receipts. Preparing deposits. Preparing Journal Entries. Verifying deposits posted correctly in the Finance System. Adequacy of physical safeguards of cash receipts and equivalent. Secure deposits via UHDPS to Student Financial Services. Ensuring deposits are made timely. Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash.	Leigh Ann Smith, Executive Administrative Assitant Melvina Brandley, Secretary 2 Samer Shammas, Director, College Business Operations Leigh Ann Smith, Executive Administrative Assitant Samer Shammas, Director, College Business Operations	Administrative Assitant Samer Shammas, Director, College Business Operations Leigh Ann Smith, Executive Administrative Assitant N/A Samer Shammas, Director, College Business Operations Leigh Ann Smith, Executive Administrative Assitant Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean
2 3 4 5 6 7 8 9	Reconciling cash, checks, etc. to receipts. Preparing deposits. Preparing Journal Entries. Verifying deposits posted correctly in the Finance System. Adequacy of physical safeguards of cash receipts and equivalent. Secure deposits via UHDPS to Student Financial Services. Ensuring deposits are made timely. Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash.	Leigh Ann Smith, Executive Administrative Assitant Melvina Brandley, Secretary 2 Samer Shammas, Director, College Business Operations Leigh Ann Smith, Executive Administrative Assitant Samer Shammas, Director, College Business Operations	Administrative Assitant Samer Shammas, Director, College Business Operations Leigh Ann Smith, Executive Administrative Assitant N/A Samer Shammas, Director, College Business Operations Leigh Ann Smith, Executive Administrative Assitant Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean
3 4 5 6 7 8 9	Preparing deposits. Preparing Journal Entries. Verifying deposits posted correctly in the Finance System. Adequacy of physical safeguards of cash receipts and equivalent. Secure deposits via UHDPS to Student Financial Services. Ensuring deposits are made timely. Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash.	Administrative Assitant Melvina Brandley, Secretary 2 Samer Shammas, Director, College Business Operations Leigh Ann Smith, Executive Administrative Assitant Samer Shammas, Director, College Business Operations Samer Shammas, Director, College Business Operations Samer Shammas, Director, College Business Operations Samer Shammas, Director, College Business Operations Samer Shammas, Director, College Business Operations Samer Shammas, Director, College Business Operations	Samer Shammas, Director, College Business Operations Leigh Ann Smith, Executive Administrative Assitant N/A Samer Shammas, Director, College Business Operations Leigh Ann Smith, Executive Administrative Assitant Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean
3 4 5 6 7 8 9	Preparing deposits. Preparing Journal Entries. Verifying deposits posted correctly in the Finance System. Adequacy of physical safeguards of cash receipts and equivalent. Secure deposits via UHDPS to Student Financial Services. Ensuring deposits are made timely. Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash.	Administrative Assitant Melvina Brandley, Secretary 2 Samer Shammas, Director, College Business Operations Leigh Ann Smith, Executive Administrative Assitant Samer Shammas, Director, College Business Operations Samer Shammas, Director, College Business Operations Samer Shammas, Director, College Business Operations Samer Shammas, Director, College Business Operations Samer Shammas, Director, College Business Operations Samer Shammas, Director, College Business Operations	Business Operations Leigh Ann Smith, Executive Administrative Assitant N/A Samer Shammas, Director, College Business Operations Leigh Ann Smith, Executive Administrative Assitant Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean
4 5 6 7 8 9 10 11	Preparing Journal Entries. Verifying deposits posted correctly in the Finance System. Adequacy of physical safeguards of cash receipts and equivalent. Secure deposits via UHDPS to Student Financial Services. Ensuring deposits are made timely. Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash.	Samer Shammas, Director, College Business Operations Leigh Ann Smith, Executive Administrative Assitant Samer Shammas, Director, College Business Operations	Administrative Assitant N/A Samer Shammas, Director, College Business Operations Leigh Ann Smith, Executive Administrative Assitant Leigh Ann Smith, Executive Administrative Assitant Leigh Ann Smith, Executive Administrative Assitant Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean
5 6 7 8 9	Verifying deposits posted correctly in the Finance System. Adequacy of physical safeguards of cash receipts and equivalent. Secure deposits via UHDPS to Student Financial Services. Ensuring deposits are made timely. Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash.	College Business Operations Leigh Ann Smith, Executive Administrative Assitant Samer Shammas, Director, College Business Operations	N/A Samer Shammas, Director, College Business Operations Leigh Ann Smith, Executive Administrative Assitant Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean
5 6 7 8 9	Verifying deposits posted correctly in the Finance System. Adequacy of physical safeguards of cash receipts and equivalent. Secure deposits via UHDPS to Student Financial Services. Ensuring deposits are made timely. Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash.	College Business Operations Leigh Ann Smith, Executive Administrative Assitant Samer Shammas, Director, College Business Operations	Samer Shammas, Director, College Business Operations Leigh Ann Smith, Executive Administrative Assitant Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean
6 7 8 9 10 11	Adequacy of physical safeguards of cash receipts and equivalent. Secure deposits via UHDPS to Student Financial Services. Ensuring deposits are made timely. Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash.	Leigh Ann Smith, Executive Administrative Assitant Samer Shammas, Director, College Business Operations	Samer Shammas, Director, College Business Operations Leigh Ann Smith, Executive Administrative Assitant Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean
6 7 8 9 10 11	Adequacy of physical safeguards of cash receipts and equivalent. Secure deposits via UHDPS to Student Financial Services. Ensuring deposits are made timely. Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash.	Administrative Assitant Samer Shammas, Director, College Business Operations	Business Operations Leigh Ann Smith, Executive Administrative Assitant Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean
7 8 9 10 11	equivalent. Secure deposits via UHDPS to Student Financial Services. Ensuring deposits are made timely. Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash.	Samer Shammas, Director, College Business Operations Samer Shammas, Director,	Leigh Ann Smith, Executive Administrative Assitant Leigh Ann Smith, Executive Administrative Assitant Leigh Ann Smith, Executive Administrative Assitant Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean
7 8 9 10 11	equivalent. Secure deposits via UHDPS to Student Financial Services. Ensuring deposits are made timely. Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash.	College Business Operations Samer Shammas, Director,	Administrative Assitant Leigh Ann Smith, Executive Administrative Assitant Leigh Ann Smith, Executive Administrative Assitant Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean
7 8 9 10	Secure deposits via UHDPS to Student Financial Services. Ensuring deposits are made timely. Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash.	Samer Shammas, Director, College Business Operations Samer Shammas, Director,	Leigh Ann Smith, Executive Administrative Assitant Leigh Ann Smith, Executive Administrative Assitant Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean
8 9 10	Ensuring deposits are made timely. Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash.	College Business Operations Samer Shammas, Director,	Administrative Assitant Leigh Ann Smith, Executive Administrative Assitant Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean
9 10 11	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash.	Samer Shammas, Director, College Business Operations Samer Shammas, Director,	Leigh Ann Smith, Executive Administrative Assitant Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean
9 10 11	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash.	College Business Operations Samer Shammas, Director, College Business Operations Samer Shammas, Director, College Business Operations Samer Shammas, Director, College Business Operations Samer Shammas, Director, Samer Shammas, Director,	Administrative Assitant Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean
10	Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash.	Samer Shammas, Director, College Business Operations Samer Shammas, Director, College Business Operations Samer Shammas, Director, College Business Operations Samer Shammas, Director,	Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean
10	Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash.	College Business Operations Samer Shammas, Director, College Business Operations Samer Shammas, Director, College Business Operations Samer Shammas, Director,	Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean
10	training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash.	Samer Shammas, Director, College Business Operations Samer Shammas, Director, College Business Operations Samer Shammas, Director,	Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean
10	Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash.	College Business Operations Samer Shammas, Director, College Business Operations Samer Shammas, Director,	Dr. Kathryn Tart, Dean
11	Distribution of Cash Handling Procedures to employees who handle cash.	College Business Operations Samer Shammas, Director, College Business Operations Samer Shammas, Director,	Dr. Kathryn Tart, Dean
	handle cash.	Samer Shammas, Director, College Business Operations Samer Shammas, Director,	-
	handle cash.	Samer Shammas, Director,	-
12	Consistent and efficient responses to inquiries.		Dr. Kathrun Tart, Daan
		College Pusiness Operations	
		College Busiliess Operations	Di. Katiliyii Tait, Deali
PETTY	CASH		
. 1			
1	Preparing petty cash disbursements.	N/A	N/A
2	E	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	IN/A	N/A
3	Ensuring petty cash disbursements are made for only authorized	N/A	N/A
3	purposes.	IVA	IVA
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	N/A	N/A
	disbursement.		
CONTR.	ACT ADMINISTRATION		
. 1			
	Ensuring departmental personnel comply with contract	Dr. Kathryn Tart, Dean	Samer Shammas, Director, College
	administration policies/procedures.	•	Business Operations
PROPER	RTY MANAGEMENT		
1	Performing the annual inventory.	Ceasar Banda, Manager, College	Samer Shammas, Director, College
1	i citorining the annual inventory.	Information Services 2	Business Operations
2	Ensuring the annual inventory was completed correctly.	Samer Shammas, Director,	Ceasar Banda, Manager, College
-	Ensuring the annual inventory was completed correctly.	College Business Operations	Information Services 2
3	Tagging equipment.	Ceasar Banda, Manager, College	Samer Shammas, Director, College
-		Information Services 2	Business Operations
4	Approving requests for removal of equipment from campus.		Samer Shammas, Director, College
		Dr. Kathryn Tart, Dean	Business Operations
DISCLO	SURE FORMS		
	Ensuring all employees with purchasing influence complete the	Dr. Kathryn Tart. Dean	Samer Shammas, Director, College
	annual Related Party disclosure statement online.	21. 12411 jii 1411, 12411	Business Operations
		Dr. Kathryn Tart, Dean	Samer Shammas, Director, College
			Business Operations
		Da Votleman Te : D	Samer Shammas, Director, College
	complete the annual Conflict of Interest disclosure statement for the Division of Research.	Dr. Kathryn Tart, Dean	Business Operations
2	annual Related Party disclosure statement online. Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online. Ensuring that all Principal and Co-Principal Investigators	Dr. Kathryn Tart, Dean Dr. Kathryn Tart, Dean	Business Operation Samer Shammas, Director, Business Operation

Department Name Baseline Standards FY YYYY

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Dr. Kathryn Tart, Dean	Samer Shammas, Director, College Business Operations
2	Billing.	Samer Shammas, Director, College Business Operations	N/A
3	Collection.	Samer Shammas, Director, College Business Operations	N/A
4	Recording.	Samer Shammas, Director, College Business Operations	N/A
5	Monitoring credit extended.	Samer Shammas, Director, College Business Operations	N/A
6	Approving write-offs.	Dr. Kathryn Tart, Dean	Samer Shammas, Director, College Business Operations
NEGA'	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Samer Shammas, Director, College Business Operations	Dr. Kathryn Tart, Dean
2	Ensuring that research expenditures are covered by funds from sponsors.	Samer Shammas, Director, College Business Operations	Dr. Kathryn Tart, Dean
DEPAF	TIMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Ceasar Banda, Manager, College Information Services 2	Samer Shammas, Director, College Business Operations
2	Ensuring that critical data back up occurs.	Ceasar Banda, Manager, College Information Services 2	Samer Shammas, Director, College Business Operations
3	Ensuring that procedures such as password controls are followed.	Ceasar Banda, Manager, College Information Services 2	Samer Shammas, Director, College Business Operations
4	Reporting of suspected security violations.	Ceasar Banda, Manager, College Information Services 2	Samer Shammas, Director, College Business Operations