

Department Name
Baseline Standards
FY YYYY

		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.	Elsie Myers, CBA	LaSaundra Cotright, Exec. Dir. Bus/Coll Ops.
2	Updating the Baseline Standards Form.	Elsie Myers, CBA	LaSaundra Cotright, Exec. Dir. Bus/Coll Ops.
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Frances Lubin-Rismay, Fin Asst 2, Manisha Naik, Fin Coord 1	Colleen LaBorde, Research Liaison Officer 2, Elsie Myers, CBA
2	Reviewing cost center verifications.	Cost Center Managers	Elsie Myers, CBA, LaSaundra Cotright, Exec. Dir. Bus/Coll Ops..
3	Approving cost center verifications.	Cost Center Managers	Elsie Myers, CBA, LaSaundra Cotright, Exec. Dir. Bus/Coll Ops..
4	Ensuring all cost centers are verified/approved on a timely basis.	Mallory Travis, DBA, Tommie Trevino, DBA, Denise Bufkin, DBA	Elsie Myers, CBA, LaSaundra Cotright, Exec. Dir. Bus/Coll Ops..
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Denise Bufkin, DBA, Tommie Trevino, DBA, Mallory Travis, DBA, Andy Toy, Fin Coor 2, Jade Barrett, Fin Coord 1, Mikayla Nelson, Fin Cord 1, Manisha Naik, Fin Coord 1, Frances Lubin-Rismay, Fin Asst 2, Nicole Ford, Office Asst	Elsie Myers, CBA, LaSaundra Cotright, Exec. Dir. Bus/Coll Ops..
2	Ensuring the validity of travel and expense reimbursements.	Denise Bufkin, DBA, Tommie Trevino, DBA, Mallory Travis, DBA, Andy Toy, Fin Coor 2, Jade Barrett, Fin Coord 1, Mikayla Nelson, Fin Cord 1, Manisha Naik, Fin Coord 1, Frances Lubin-Rismay, Fin Asst 2, Nicole Ford, Office Asst	Elsie Myers, CBA, LaSaundra Cotright, Exec. Dir. Bus/Coll Ops..
3	Ensuring that goods and services are received and that timely payment is made.	Denise Bufkin, DBA, Tommie Trevino, DBA, Mallory Travis, DBA, Andy Toy, Fin Coor 2, Jade Barrett, Fin Coord 1, Mikayla Nelson, Fin Cord 1, Manisha Naik, Fin Coord 1, Frances Lubin-Rismay, Fin Asst 2, Nicole Ford, Office Asst	Elsie Myers, CBA, LaSaundra Cotright, Exec. Dir. Bus/Coll Ops..
4	Ensuring correct account coding on purchases documents.	Denise Bufkin, DBA, Tommie Trevino, DBA, Mallory Travis, DBA, Andy Toy, Fin Coor 2, Jade Barrett, Fin Coord 1, Mikayla Nelson, Fin Cord 1, Manisha Naik, Fin Coord 1, Frances Lubin-Rismay, Fin Asst 2, Nicole Ford, Office Asst	Elsie Myers, CBA, LaSaundra Cotright, Exec. Dir. Bus/Coll Ops..
5	Primary contact for inquiries to expenditure transactions.	Denise Bufkin, DBA, Tommie Trevino, DBA, Mallory Travis, DBA, Andy Toy, Fin Coor 2, Jade Barrett, Fin Coord 1, Mikayla Nelson, Fin Cord 1, Manisha Naik, Fin Coord 1, Frances Lubin-Rismay, Fin Asst 2, Nicole Ford, Office Asst	Elsie Myers, CBA, LaSaundra Cotright, Exec. Dir. Bus/Coll Ops..
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.	Mallory Travis, DBA, Tommie Trevino, DBA, Denise Bufkin, DBA	Elsie Myers, CBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Mallory Travis, DBA, Tommie Trevino, DBA, Denise Bufkin, DBA	Elsie Myers, CBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Mallory Travis, DBA, Tommie Trevino, DBA, Denise Bufkin, DBA	Elsie Myers, CBA
4	Completing termination clearance procedures.	Mallory Travis, DBA, Tommie Trevino, DBA, Denise Bufkin, DBA	Elsie Myers, CBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Mallory Travis, DBA, Tommie Trevino, DBA, Denise Bufkin, DBA	Elsie Myers, CBA
6	Maintaining departmental Personnel files.	Mallory Travis, DBA, Tommie Trevino, DBA, Denise Bufkin, DBA	Elsie Myers, CBA
7	Ensuring valid authorization of new hires.	Mallory Travis, DBA, Tommie Trevino, DBA, Denise Bufkin, DBA	Elsie Myers, CBA
8	Ensuring valid authorization of changes in compensation rates.	Mallory Travis, DBA, Tommie Trevino, DBA, Denise Bufkin, DBA	Elsie Myers, CBA
9	Ensuring the accurate input of changes to the HR System.	Mallory Travis, DBA, Tommie Trevino, DBA, Denise Bufkin, DBA	Elsie Myers, CBA
10	Consistent and efficient responses to inquiries.	Mallory Travis, DBA, Tommie Trevino, DBA, Denise Bufkin, DBA	Elsie Myers, CBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	College authorized cash handlers	Denise Bufkin, DBA, Tommie Trevino, DBA, Mallory Travis, DBA, Andy Toy, Fin Coor 2, Jade Barrett, Fin Coord 1, Mikayla Nelson, Fin Cord 1, Manisha Naik, Fin Coord 1, Frances Lubin-Rismay, Fin Asst 2
2	Reconciling cash, checks, etc. to receipts.	Denise Bufkin, DBA, Tommie Trevino, DBA, Mallory Travis, DBA, Andy Toy, Fin Coor 2, Jade Barrett, Fin Coord 1, Mikayla Nelson, Fin Cord 1, Manisha Naik, Fin Coord 1, Frances Lubin-Rismay, Fin Asst 2	Elsie Myers, CBA, LaSaundra Cotright, Exec. Dir. Bus/Coll Ops..
3	Preparing deposits.	Denise Bufkin, DBA, Tommie Trevino, DBA, Mallory Travis, DBA, Andy Toy, Fin Coor 2, Jade Barrett, Fin Coord 1, Mikayla Nelson, Fin Cord 1, Manisha Naik, Fin Coord 1, Frances Lubin-Rismay, Fin Asst 2	Elsie Myers, CBA, LaSaundra Cotright, Exec. Dir. Bus/Coll Ops..
4	Preparing Journal Entries.	Denise Bufkin, DBA, Tommie Trevino, DBA, Mallory Travis, DBA, Andy Toy, Fin Coor 2, Jade Barrett, Fin Coord 1, Mikayla Nelson, Fin Cord 1, Manisha Naik, Fin Coord 1, Frances Lubin-Rismay, Fin Asst 2	Elsie Myers, CBA, LaSaundra Cotright, Exec. Dir. Bus/Coll Ops..
5	Verifying deposits posted correctly in the Finance System.	Denise Bufkin, DBA, Tommie Trevino, DBA, Mallory Travis, DBA, Andy Toy, Fin Coor 2, Jade Barrett, Fin Coord 1, Mikayla Nelson, Fin Cord 1, Manisha Naik, Fin Coord 1, Frances Lubin-Rismay, Fin Asst 2	Elsie Myers, CBA, LaSaundra Cotright, Exec. Dir. Bus/Coll Ops..
6	Adequacy of physical safeguards of cash receipts and equivalent.	Denise Bufkin, DBA, Tommie Trevino, DBA, Mallory Travis, DBA, Andy Toy, Fin Coor 2, Jade Barrett, Fin Coord 1, Mikayla Nelson, Fin Cord 1, Manisha Naik, Fin Coord 1, Frances Lubin-Rismay, Fin Asst 2	Elsie Myers, CBA, LaSaundra Cotright, Exec. Dir. Bus/Coll Ops..
7	Secure deposits via UHDPs to Student Financial Services.	Denise Bufkin, DBA, Tommie Trevino, DBA, Mallory Travis, DBA, Andy Toy, Fin Coor 2, Jade Barrett, Fin Coord 1, Mikayla Nelson, Fin Cord 1, Manisha Naik, Fin Coord 1, Frances Lubin-Rismay, Fin Asst 2	Elsie Myers, CBA, LaSaundra Cotright, Exec. Dir. Bus/Coll Ops..
8	Ensuring deposits are made timely.	Denise Bufkin, DBA, Tommie Trevino, DBA, Mallory Travis, DBA, Andy Toy, Fin Coor 2, Jade Barrett, Fin Coord 1, Mikayla Nelson, Fin Cord 1, Manisha Naik, Fin Coord 1, Frances Lubin-Rismay, Fin Asst 2, Nicole Ford, Office Asst	Elsie Myers, CBA, LaSaundra Cotright, Exec. Dir. Bus/Coll Ops..
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Mallory Travis, DBA, Tommie Trevino, DBA, Denise Bufkin, DBA	Elsie Myers, CBA
10	Updating Cash Handling Procedures as needed.	Mallory Travis, DBA, Tommie Trevino, DBA, Denise Bufkin, DBA	Elsie Myers, CBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Mallory Travis, DBA, Tommie Trevino, DBA, Denise Bufkin, DBA	Elsie Myers, CBA
12	Consistent and efficient responses to inquiries.	Mallory Travis, DBA, Tommie Trevino, DBA, Denise Bufkin, DBA	Elsie Myers, CBA
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.	Elsie Myers, CBA	LaSaundra Cotright, Exec. Dir. Bus/Coll Ops.
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Andy Toy, Fin Coor 2	Tony Cantu, Skilled Trade Tech
2	Ensuring the annual inventory was completed correctly.	Andy Toy, Fin Coor 2	Tony Cantu, Skilled Trade Tech
3	Tagging equipment.	Andy Toy, Fin Coor 2	Tony Cantu, Skilled Trade Tech
4	Approving requests for removal of equipment from campus.	LaSaundra Cotright, Exec. Dir. Bus/Coll Ops., Andrew Archila, Assoc Dean, Clinical Operations	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Elsie Myers, CBA	LaSaundra Cotright, Exec. Dir. Bus/Coll Ops.
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Elsie Myers, CBA	LaSaundra Cotright, Exec. Dir. Bus/Coll Ops.
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Colleen LaBorde, Research Liaison Officer 2	Laura Frishman, Associate Dean

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	Alicia Garza, Med Claims Spec	Alicia Garza, Med Claims Spec
3	Collection.	Alicia Garza, Med Claims Spec	Alicia Garza, Med Claims Spec
4	Recording.	Alicia Garza, Med Claims Spec, Jade Nelson, Fin Coord 1	Alicia Garza, Med Claims Spec, Denise Bufkin, DBA
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	Andrew Archilla, Associate Dean	LaSaundra Cotright, Exec. Dir. Bus/Coll Ops.
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Elsie Myers, CBA	LaSaundra Cotright, Exec. Dir. Bus/Coll Ops.
2	Ensuring that research expenditures are covered by funds from sponsors.	Colleen LaBorde, Research Liaison Officer 2	Laura Frishman, Associate Dean, LaSaundra Cotright, Exec. Dir. Bus/Coll Ops.
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Rene A. Enriquez, College IT Director, Long Nguyen, Lan Admin	
2	Ensuring that critical data back up occurs.	Rene A. Enriquez, College IT Director, Long Nguyen, Lan Admin	
3	Ensuring that procedures such as password controls are followed.	Rene A. Enriquez, College IT Director, Long Nguyen, Lan Admin	
4	Reporting of suspected security violations.	Rene A. Enriquez, College IT Director, Long Nguyen, Lan Admin	