

Academic Support Center - D0078  
Baseline Standards  
FY 2022

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Angela Parrish, College Business Administrator II	Gerre Davidson, Department Business Administrator II
2	Updating the Baseline Standards Form.	Angela Parrish, College Business Administrator II	Gerre Davidson, Department Business Administrator II
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Alejandra Castellano, Admin Asst III	Gerre Davidson, Department Business Administrator II
2	Reviewing cost center verifications.	Gerre Davidson, Department Business Administrator II	Angela Parrish, College Business Administrator II
3	Approving cost center verifications.	Dr. Isidro Grau, Director of Academic Support Center	
4	Ensuring all cost centers are verified/approved on a timely basis, no later than 60 days after the accounting period is closed.	Gerre Davidson, Department Business Administrator II	Angela Parrish, College Business Administrator II
5	Identifies non-active non-project/grant cost centers and notify the appropriate department to deactivate the cost center.	Angela Parrish, College Business Administrator II	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Angela Parrish, College Business Administrator II	Gerre Davidson, Department Business Administrator II
2	Ensuring the validity of travel and expense reimbursements.	Alejandra Castellano, Admin Asst III	Gerre Davidson, Department Business Administrator II
3	Ensuring that goods and services are received and that timely payment is made.	Alejandra Castellano, Admin Asst III	Gerre Davidson, Department Business Administrator II
4	Ensuring correct account coding on purchases documents.	Alejandra Castellano, Admin Asst III	Gerre Davidson, Department Business Administrator II
5	Primary contact for inquiries to expenditure transactions.	Alejandra Castellano, Admin Asst III	Gerre Davidson, Department Business Administrator II
<b>PAYROLL / HUMAN RESOURCES</b>			
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.	Alejandra Castellano, Admin Asst III	Gerre Davidson, Department Business Administrator II
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Alejandra Castellano, Admin Asst III	Gerre Davidson, Department Business Administrator II
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Gerre Davidson, Department Business Administrator II	Angela Parrish, College Business Administrator II
4	Completing termination clearance procedures.	Gerre Davidson, Department Business Administrator II	Angela Parrish, College Business Administrator II
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Gerre Davidson, Department Business Administrator II	Angela Parrish, College Business Administrator II
6	Maintaining departmental Personnel files.	Gerre Davidson, Department Business Administrator II	Angela Parrish, College Business Administrator II
7	Ensuring valid authorization of new hires.	Gerre Davidson, Department Business Administrator II	Angela Parrish, College Business Administrator II
8	Ensuring valid authorization of changes in compensation rates.	Gerre Davidson, Department Business Administrator II	Angela Parrish, College Business Administrator II
9	Ensuring the accurate input of changes to the HR System.	Gerre Davidson, Department Business Administrator II	Angela Parrish, College Business Administrator II
10	Consistent and efficient responses to inquiries.	Gerre Davidson, Department Business Administrator II	Angela Parrish, College Business Administrator II

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Alejandra Castellano, Admin Asst III	Gerre Davidson, Department Business Administrator II
2	Prepares Departmental Deposit Form.	Alejandra Castellano, Admin Asst III	Gerre Davidson, Department Business Administrator II
3	Approves Departmental Deposit Form.	Alejandra Castellano, Admin Asst III	Gerre Davidson, Department Business Administrator II
4	Transports deposit to the Cashiers Office.	Alejandra Castellano, Admin Asst III	Gerre Davidson, Department Business Administrator II
5	Preparing Journal Entries.	Gerre Davidson, Department Business Administrator II	Gerre Davidson, Department Business Administrator II
6	Verifying deposits posted correctly in the Finance System.	Gerre Davidson, Department Business Administrator II	Gerre Davidson, Department Business Administrator II
7	Adequacy of physical safeguards of cash receipts and equivalent.	Alejandra Castellano, Admin Asst III	Gerre Davidson, Department Business Administrator II
8	Ensuring deposits are made timely.	Alejandra Castellano, Admin Asst III	Gerre Davidson, Department Business Administrator II
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Angela Parrish, College Business Administrator II	Gerre Davidson, Department Business Administrator II
10	Updating Cash Handling Procedures as needed.	Angela Parrish, College Business Administrator II	Angela Parrish, College Business Administrator II
11	Consistent and efficient responses to inquiries.	Gerre Davidson, Department Business Administrator II	Angela Parrish, College Business Administrator II
<b>PETTY CASH</b>			
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	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Gerre Davidson, Department Business Administrator II	Angela Parrish, College Business Administrator II
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Alejandra Castellano, Admin Asst III	
2	Ensuring the annual inventory was completed correctly.	Alejandra Castellano, Admin Asst III	Angela Parrish, College Business Administrator II
3	Tagging equipment.	IT	
4	Approving requests for removal of equipment from campus.	Alejandra Castellano, Admin Asst III	Angela Parrish, College Business Administrator II
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Angela Parrish, College Business Administrator II	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Angela Parrish, College Business Administrator II	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Office of Research and Sponsored Programs	Angela Parrish, College Business Administrator II	
<b>RESEARCH ADMINISTRATION</b>			
1	Verifies that all grant cost centers contain positive budgetary balances.	N/A	
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	

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3	Notifies the appropriate department to deactivate expired grant cost centers.	N/A	
4	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	N/A	
5	Verifies that effort reporting is accurately calculated (verifies actual time) and timely reported (quarterly).	N/A	
6	Verifies that a Conflict of Interest Form is completed annually for all applicable employees; and submitted timely to the Division of Research.	N/A	
<b>SCHOLARSHIPS</b>			
1	Prepares written department scholarship procedures (awarding, criteria, eligibility guidelines, etc...).	N/A	
2	Verifies that all available department scholarships are publicized (web site, in department, etc...).	N/A	
3	Verifies that the scholarship award recipient was eligible for the award and met all required criteria ( <i>GPA, major, requisite hours, letters of recommendation, etc...</i> ).	N/A	
4	Verifies that the scholarship award recipient was eligible for the award and met all required criteria (GPA, major, requisite hours, letters of recommendation, etc...).	N/A	
5	Reviews scholarship cost centers annually to help ensure that available scholarship funds are being awarded; and to identify excessive equity balances in scholarship cost centers.	N/A	
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Angela Parrish, College Business Administrator II	Gerre Davidson, Department Business Administrator II
2	Ensuring that research expenditures are covered by funds from sponsors.	Angela Parrish, College Business Administrator II	Gerre Davidson, Department Business Administrator II
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Marc Williams, College Web Tech	
2	Ensuring that critical data back up occurs.	IT	
3	Ensuring that procedures such as password controls are followed.	IT	
4	Reporting of suspected security violations.	All Staff	