

Department Name
Baseline Standards
FY YYYY

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.	Jacqueline Smith/Director IT Business Services	
2	Updating the Baseline Standards Form.	Jacqueline Smith/Director IT Business Services	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II	
2	Reviewing cost center verifications.	Jacqueline Smith/Director IT Business Services	
3	Approving cost center verifications.	Jacqueline Smith/Director IT Business Services; Hossein Shahrokhi, Associate Vice President, Information Technology	
4	Ensuring all cost centers are verified/approved on a timely basis. no later than 60 days after the accounting period is closed.	Jacqueline Smith/Director IT Business Services	
5	Identifies non-active non-project/grant cost centers and notify the appropriate department to deactivate the cost center.	Jacqueline Smith/Director IT Business Services	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II; Jacqueline Johnson, Financial Assistant II	
2	Ensuring the validity of travel and expense reimbursements.	Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II; Jacqueline Johnson, Financial Assistant II	
3	Ensuring that goods and services are received and that timely payment is made.	Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II; Jacqueline Johnson, Financial Assistant II	
4	Ensuring correct account coding on purchases documents.	Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II; Jacqueline Johnson, Financial Assistant II	
5	Primary contact for inquiries to expenditure transactions.	Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II; Jacqueline Johnson, Financial Assistant II	
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.	Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II	

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2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II	
4	Completing termination clearance procedures.	Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II	
6	Maintaining departmental Personnel files.	Burgundi Lemond, Department Business Manager III; Taylor	
7	Ensuring valid authorization of new hires.	Burgundi Lemond, Department Business Manager III; Taylor	
8	Ensuring valid authorization of changes in compensation rates.	Jacqueline Smith/Director IT Business Services	
9	Ensuring the accurate input of changes to the HR System.	Burgundi Lemond, Department Business Manager III; Taylor	
10	Consistent and efficient responses to inquiries.	Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II	

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CASH HANDLING			
1	Collecting cash, checks, etc.	Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II; Jacqueline Johnson, Financial Assistant II	
2	Prepares Departmental Deposit Form.	Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II; Jacqueline Johnson, Financial Assistant II	
3	Approves Departmental Deposit Form.	Kim Solomon, Director IT Business Services; Said Fattouh, Executive Director, IT Business Services	
4	Transports deposit to the Cashiers Office.	Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II; Jacqueline Johnson, Financial Assistant II	
5	Preparing Journal Entries.	Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II	
6	Verifying deposits posted correctly in the Finance System.	Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II	
7	Adequacy of physical safeguards of cash receipts and equivalent.	Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II; Jacqueline Johnson, Financial Assistant II	
8	Ensuring deposits are made timely.	Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II; Jacqueline Johnson, Financial Assistant II	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II	
10	Updating Cash Handling Procedures as needed.	Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II	

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11	Consistent and efficient responses to inquiries.	Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II; Jacqueline Johnson, Financial Assistant II	
PETTY CASH			
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Dewayne Loville, Coordinator, IT Equipment Inventory	
2	Ensuring the annual inventory was completed correctly.	Miguel Ruiz Director IT Infrastructure	
3	Tagging equipment.	Dewayne Loville, Coordinator, Information Technology	
4	Approving requests for removal of equipment from campus.	IT Directors and Property Management	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Hossein Shahrokhi, Associate VP Information Technology	Jacqueline Smith, Director, IT Business Services
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	Hossein Shahrokhi, Associate VP Information Technology	
RESEARCH ADMINISTRATION			
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	
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	

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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	
SCHOLARSHIPS			
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 (<i>GPA, major, requisite hours, letters of recommendation, etc...</i>).	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	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Jacqueline Smith/Director IT Business Services	
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Information Technology Directors	
2	Ensuring that critical data back up occurs.	Miguel Ruiz Director IT Infrastructure and Communication Services	
3	Ensuring that procedures such as password controls are followed.	Cheryl Robertson, Director User Support Services	
4	Reporting of suspected security violations.	Jennifer Huenemeir, Dir, Enterprise IT Sec & ISO, Staff	