

University Business Services
Baseline Standards
FY 2022

Responsible Person(s) (Name/Title)

Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE			
1	Ensuring the Departmental Policy and Procedures manual is current.	Parking - Vanessa Turner/Assistant Director, Parking & Transportation Services Mail Room - Debora Evans/Manager, Shipping, Receiving & Mail Room Auxilliary - Mary Torres/Director, University Business Services	
2	Updating the Baseline Standards Form.	Stefany Records, Exec Director	
COST CENTER MANAGEMENT			
1	Preparing cost center verifications.	Kim DeClouette, Financial Assistant II	
2	Approving cost center verifications.	Stefany Records, Exec Director	Mary Torres/Director, University Business Services
3	Ensure all cost center contain a positive balance.	Stefany Records, Exec Director	Mary Torres/Director, University Business Services
4	Verifies that all non-project/grant fund groups contain a positive equity balance at year-end	Stefany Records, Exec Director	Mary Torres/Director, University Business Services
5	Ensuring all cost centers are verified/approved on a timely basis.	Stefany Records, Exec Director	Mary Torres/Director, University Business Services
6	Identifies non-active non-project/grant cost centers and notify the appropriate department to deactivate the cost center.	Stefany Records, Exec Director	Mary Torres/Director, University Business Services
DEPARTMENTAL EXPENSES			
1	Ensuring valid authorization of purchase documents.	Stefany Records, Exec Director	
2	Ensuring the validity of travel and expense reimbursements.	Stefany Records, Exec Director	Mary Torres/Director, University Business Services
3	Ensuring that goods and services are received and that timely payment is made.	Kim DeClouette, Financial Assistant II	
4	Ensuring correct account coding on purchases documents.	Stefany Records, Exec Director	
5	Primary contact for inquiries to expenditure transactions.	Kim DeClouette, 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.	Kim DeClouette, Financial Assistant II	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Kim DeClouette, Financial Assistant II	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Kim DeClouette, Financial Assistant II	
4	Ensuring terminated employees are no longer charged to departmental cost centers.	Stefany Records, Exec Director	
5	Verifies that a Separation Clearance Form has been completed for terminated employee	Stefany Records, Exec Director	
6	Consistent and efficient responses to inquiries.	Stefany Records, Exec Director	
CASH HANDLING			

University Business Services
Baseline Standards
FY 2022

1	Collecting cash, checks, etc.	Parking - Debra Shouldice, Parking Asst. Beverly Moses, Parking Asst. Mail Room - Debora Evans/Manager, Shipping, Receiving & Mail Room Auxilliary - Kim DeClouette, Financial Assistant II Alexia Banda, NCWS	
2	Prepares Departmental Deposit Form	Parking - Debra Shouldice, Parking Asst. Beverly Moses, Parking Asst. Kim DeClouette, Financial Assistant II Amber Banda, NCWS Alexia Banda, NCWS	
3	Approves Departmental Deposit Form	Parking - Vanessa Turner/Assistant Director, Parking & Transportation Services Auxilliary - Mary Torres/Director, University Business Services	
4	Transports deposit to the Cashiers Office	Parking - Debra Shouldice, Parking Asst. Beverly Moses, Parking Asst. Kim DeClouette, Financial Assistant II Alexia Banda, NCWS	
5	Preparing Journal Entries.	N/A	
6	Verifying deposits posted correctly in the Finance System.	Stefany Records, Exec Director	
7	Adequacy of physical safeguards of cash receipts and equivalent.	Parking - Vanessa Turner/Assistant Director, Parking & Transportation Services	
8	Ensuring deposits are made timely.	Stefany Records, Exec Director	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Stefany Records, Exec Director	
10	Updating Cash Handling Procedures as needed.	Mary Torres/Director, University Business Services	
11	Consistent and efficient responses to inquiries.	Stefany Records, Exec Director	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Stefany Records, Exec Director	
PROPERTY MANAGEMENT			
1	Tagging equipment.	IT/Property Management	
2	Performing the annual inventory.	Kim DeClouette, Financial Assistant II	
3	Ensuring the annual inventory was completed correctly.	Kim DeClouette, Financial Assistant II	
3	Approves the annual Inventory Confirmation Form	Kim DeClouette, Financial Assistant II	

University Business Services
Baseline Standards
FY 2022

4	Prepares Request for Request to Remove Capital Property Form for assets taken off campus	Kim DeClouette, Financial Assistant II	
5	Approves Request for Request to Remove Capital Property Form for assets taken off campus	Mary Torres/Director, University Business Services	Marty Baylor, Interim Vice President
DISCLOSURE FORMS			
1	Verifies that required annual disclosure form training has been completed by applicable employees	Stefany Records, Exec Director	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Stefany Records, Exec Director	
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	N/A	
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	
6	Verifies that a Conflict of Interest Form is completed annually for all applicable employees; and timely submitted 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	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	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Information Technology	Information Technology
2	Ensuring that critical data back up occurs.	Information Technology	Information Technology
3	Ensuring that procedures such as password controls are followed.	All Staff	All Staff
4	Reporting of suspected security violations.	All Staff	All Staff