

UHD Facilities Management Department
Baseline Standards Form

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.	Janet Dyer-Department Business Administrator III	Stefany Records- Division Business Administrator
2	Updating the Baseline Standards Form.	Stefany Records- Division Business Administrator	Janet Dyer-Department Business Administrator III
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Janet Dyer-Department Business Administrator III	Jherikia Miller-Financial Assistant II
2	Reviewing cost center verifications.	Janet Dyer-Department Business Administrator III	Jherikia Miller-Financial Assistant II
3	Approving cost center verifications.	Christopher G. McCall- Asst.V.P. FM	Janet Dyer-Department Business Administrator III
4	Ensuring all cost centers are verified/approved on a timely basis.	Christopher G. McCall- Asst.V.P. FM	Janet Dyer-Department Business Administrator III
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Christopher G. McCall- Asst.V.P. FM	
2	Ensuring the validity of travel and expense reimbursements.	Christopher G. McCall- Asst.V.P. FM	Janet Dyer-Department Business Administrator III
3	Ensuring that goods and services are received and that timely payment is made.	FM Directors,Managers/Janet Dyer-Department Business Administrator III	Jherikia Miller-Financial Assistant II
4	Ensuring correct account coding on purchases documents.	Janet Dyer-Department Business Administrator III	Jherikia Miller-Financial Assistant II
5	Primary contact for inquiries to expenditure transactions.	Janet Dyer-Department Business Administrator III	Jherikia Miller-Financial Assistant II
PAYROLL / HUMAN RESOURCES			
1	Reconciling leave records to time and effort reports.	DeSandra Torbor-Work Request Controller/Lyncolna Bonier-Administrative Assitant I	Janet Dyer-Department Business Administrator III
2	Reconciling leave accruals to the payroll system.	DeSandra Torbor-Work Request Controller/Lyncolna Bonier-Administrative Assitant I	Janet Dyer-Department Business Administrator III
3	Ensuring all time and effort reports are submitted to Payroll.	DeSandra Torbor-Work Request Controller/Lyncolna Bonier-Administrative Assitant I	Janet Dyer-Department Business Administrator III
4	Reconciling time and effort reports to check registers.	N/A	N/A
5	Completing termination clearance procedures.	Janet Dyer-Department Business Administrator III	Lyncolna Bonier-Administrative Assitant I
6	Ensuring terminated employees are no longer charged to departmental cost centers.	Janet Dyer-Department Business Administrator III	Jherikia Miller-Financial Assistant II
7	Paycheck distribution.	N/A	N/A
8	Maintaining departmental Personnel files	Janet Dyer-Department Business Administrator III	DeSandra Torbor-Work Request Controller
9	Ensuring valid authorization of new hires.	Christopher G. McCall- Asst.V.P. FM	
10	Ensuring valid authorization of changes in compensation rates.	Christopher G. McCall- Asst.V.P. FM	
11	Ensuring the accurate input of changes to the payroll system.	DeSandra Torbor-Work Request Controller/Lyncolna Bonier-Administrative Assitant I	Janet Dyer-Department Business Administrator III
12	Propriety of leave account classification on time records.	DeSandra Torbor-Work Request Controller/Lyncolna Bonier-Administrative Assitant I	Janet Dyer-Department Business Administrator III
13	Consistent and efficient responses to inquiries.	DeSandra Torbor-Work Request Controller/Lyncolna Bonier-Administrative Assitant I	Janet Dyer-Department Business Administrator III

UHD Facilities Management Department
Baseline Standards Form

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Jherikia Miller-Financial Assistant II	
2	Reconciling cash, checks, etc. to receipts.	Janet Dyer-Department Business Administrator III	
3	Preparing deposits.	Jherikia Miller-Financial Assistant II	
4	Preparing Journal Entries.	N/A	
5	Verifying deposits to the financial system.	Janet Dyer-Department Business Administrator III	
6	Adequacy of physical safeguards.	N/A	
7	Transporting deposits to Student Financial Services.	Jherikia Miller-Financial Assistant II	
8	Ensuring deposits are made timely.	Jherikia Miller-Financial Assistant II	
9	Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	N/A	
10	Updating Cash Handling Procedures as needed.	N/A	
11	Consistent and efficient responses to inquiries.	N/A	
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	
LONG DISTANCE / CELL PHONE CHARGES			
1	Forwarding employees long distance and cell phone charge reports.	Lynette Bonier - Administrative Assistant I	
2	Ensuring employees review their long distance and/or cell phone charge reports.	Lynette Bonier - Administrative Assistant I	
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	N/A	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Janet Dyer-Department Business Administrator III	Jherikia Miller-Financial Assistant II
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	DeSandra Torbor-Work Request Controller	Janet Dyer-Department Business Administrator III
2	Ensuring the annual inventory was completed correctly.	DeSandra Torbor-Work Request Controller	Janet Dyer-Department Business Administrator III
3	Tagging equipment.	DeSandra Torbor-Work Request Controller	Janet Dyer-Department Business Administrator III
4	Approving requests for removal of equipment from campus.	DeSandra Torbor-Work Request Controller	Janet Dyer-Department Business Administrator III
DISCLOSURE FORMS			

UHD Facilities Management Department
Baseline Standards Form

Responsible Person(s) (Name/Title)		
Description of Responsibility	Primary (Required)	Secondary (Optional)
1	Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	ESO
2	Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	ESO
3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	ESO
ACCOUNTS RECEIVABLE		
1	Extending of credit.	N/A
2	Billing.	N/A
3	Collection.	N/A
4	Recording.	N/A
5	Monitoring credit extended.	N/A
6	Approving write-offs.	N/A
NEGATIVE BALANCES		
1	Ensuring that all fund groups have positive fund equity at year-end.	Janet Dyer-Department Business Administrator III
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A
DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	DeSandra Torbor-Work Request Controller
2	Ensuring that critical data back up occurs.	DeSandra Torbor-Work Request Controller
3	Ensuring that procedures such as password controls are followed.	DeSandra Torbor-Work Request Controller
4	Reporting of suspected security violations.	DeSandra Torbor-Work Request Controller