

Political Science  
Baseline Standards  
FY 2025

|                                                         |                                                                                                                                                                              | 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.                                                                                                           | Marie Schwartz, DBA                |                       |
| 2                                                       | Updating the Baseline Standards Form.                                                                                                                                        | Marie Schwartz, DBA                |                       |
| FINANCIAL REPORTING - COST CENTER VERIFICATIONS         |                                                                                                                                                                              |                                    |                       |
| 1                                                       | Preparing cost center verifications.                                                                                                                                         | Joshua August, Financial Coord.    | Marie Schwartz, DBA   |
| 2                                                       | Reviewing cost center verifications.                                                                                                                                         | Marie Schwartz, DBA                | Jeffrey Church, Chair |
| 3                                                       | Approving cost center verifications.                                                                                                                                         | Jeffrey Church, Chair              |                       |
| 4                                                       | Ensuring all cost centers are verified/approved on a timely basis.                                                                                                           | Marie Schwartz, DBA                |                       |
| FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS          |                                                                                                                                                                              |                                    |                       |
| 1                                                       | Ensuring valid authorization of purchase documents.                                                                                                                          | Joshua August, Financial Coord.    | Marie Schwartz, DBA   |
| 2                                                       | Ensuring the validity of travel and expense reimbursements.                                                                                                                  | Joshua August, Financial Coord.    | Marie Schwartz, DBA   |
| 3                                                       | Ensuring that goods and services are received and that timely payment is made.                                                                                               | Joshua August, Financial Coord.    | Marie Schwartz, DBA   |
| 4                                                       | Ensuring correct account coding on purchases documents.                                                                                                                      | Joshua August, Financial Coord.    | Marie Schwartz, DBA   |
| 5                                                       | Primary contact for inquiries to expenditure transactions.                                                                                                                   | Joshua August, Financial Coord.    | Marie Schwartz, DBA   |
| 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. | Joshua August, Financial Coord.    |                       |
| 2                                                       | Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.                                                                                     | Joshua August, Financial Coord.    |                       |
| 3                                                       | Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.                        | Joshua August, Financial Coord.    |                       |
| 4                                                       | Completing termination clearance procedures.                                                                                                                                 | Marie Schwartz, DBA                |                       |
| 5                                                       | Ensuring terminated employees are no longer charged to departmental cost centers.                                                                                            | Joshua August, Financial Coord.    |                       |
| 6                                                       | Maintaining departmental Personnel files.                                                                                                                                    | Marie Schwartz, DBA                |                       |
| 7                                                       | Ensuring valid authorization of new hires.                                                                                                                                   | Marie Schwartz, DBA                |                       |
| 8                                                       | Ensuring valid authorization of changes in compensation rates.                                                                                                               | Marie Schwartz, DBA                |                       |
| 9                                                       | Ensuring the accurate input of changes to the HR System.                                                                                                                     | Marie Schwartz, DBA                |                       |
| 10                                                      | Consistent and efficient responses to inquiries.                                                                                                                             | Marie Schwartz, DBA                |                       |

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| CASH HANDLING                 |                                                                                                                                                        |                                       |                      |
| 1                             | Collecting cash, checks, etc.                                                                                                                          | Joshua August, Financial Coord.       | Marie Schwartz, DBA  |
| 2                             | Reconciling cash, checks, etc. to receipts.                                                                                                            | Joshua August, Financial Coord.       | Marie Schwartz, DBA  |
| 3                             | Preparing deposits.                                                                                                                                    | Joshua August, Financial Coord.       | Marie Schwartz, DBA  |
| 4                             | Preparing Journal Entries.                                                                                                                             | Joshua August, Financial Coord.       | Marie Schwartz, DBA  |
| 5                             | Verifying deposits posted correctly in the Finance System.                                                                                             | Joshua August, Financial Coord.       | Marie Schwartz, DBA  |
| 6                             | Adequacy of physical safeguards of cash receipts and equivalent.                                                                                       | Joshua August, Financial Coord.       | Marie Schwartz, DBA  |
| 7                             | Secure deposits via UHDPs to Student Financial Services.                                                                                               | Joshua August, Financial Coord.       | Marie Schwartz, DBA  |
| 8                             | Ensuring deposits are made timely.                                                                                                                     | Marie Schwartz, DBA                   | Marie Schwartz, DBA  |
| 9                             | Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.                       | Marie Schwartz, DBA                   |                      |
| 10                            | Updating Cash Handling Procedures as needed.                                                                                                           | Marie Schwartz, DBA                   |                      |
| 11                            | Distribution of Cash Handling Procedures to employees who handle cash.                                                                                 | Marie Schwartz, DBA                   |                      |
| 12                            | Consistent and efficient responses to inquiries.                                                                                                       | Marie Schwartz, DBA                   |                      |
| 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.                                                               | Marie Schwartz, DBA                   |                      |
| PROPERTY MANAGEMENT           |                                                                                                                                                        |                                       |                      |
| 1                             | Performing the annual inventory.                                                                                                                       | Frank Houston, Dir., CLASS IT Support |                      |
| 2                             | Ensuring the annual inventory was completed correctly.                                                                                                 | Frank Houston, Dir., CLASS IT Support |                      |
| 3                             | Tagging equipment.                                                                                                                                     | Frank Houston, Dir., CLASS IT Support |                      |
| 4                             | Approving requests for removal of equipment from campus.                                                                                               | Frank Houston, Dir., CLASS IT Support |                      |
| DISCLOSURE FORMS              |                                                                                                                                                        |                                       |                      |
| 1                             | Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.                                        | Marie Schwartz, DBA                   |                      |
| 2                             | Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.                               | Marie Schwartz, DBA                   |                      |
| 3                             | Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research. | Marie Schwartz, DBA                   |                      |

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| 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 for each Dept ID have positive fund equity at year-end. | Marie Schwartz, DBA                   |                      |
| 2                             | Ensuring that research expenditures are covered by funds from sponsors.               | Marie Schwartz, DBA                   |                      |
| DEPARTMENTAL COMPUTING        |                                                                                       |                                       |                      |
| 1                             | Management of the departments' information technology resources.                      | Frank Houston, Dir., CLASS IT Support |                      |
| 2                             | Ensuring that critical data back up occurs.                                           | Frank Houston, Dir., CLASS IT Support |                      |
| 3                             | Ensuring that procedures such as password controls are followed.                      | Frank Houston, Dir., CLASS IT Support |                      |
| 4                             | Reporting of suspected security violations.                                           | Frank Houston, Dir., CLASS IT Support |                      |