

	STANDARDIZED UBO REPORT	INB SCREEN	ARGOS REPORT/SOURCE	DISCUSSED Y/N/NA	FOLLOW UP COMPLETED Y/N/NA
Semester					
Course Enrollment - course enrollment, sections (Academic)			Admission; Office of the Registrar		
Workload Distribution - 15 units, student contact hours (Academic)			Institutional/Acad Aff. website		
NetCom, Equipment Charges, Phones, Cell, Data - audit, review, usage, alternatives			ePrint		
Affiliate Faculty Nominations (Academic)	Form		Academic Affairs website		
Class Fees (Academic)	Form		Finance and Admin online forms; Course fee Revenue		
Annual					
Inventory	template		Fixed Asset Lookup; Central Property		
Codes, phone, FAC, copy, activity			Call NetCom for List		
Cash Control Review			Internal Audit Website		
Budget Presentation			Institutional/Acad Aff website		
Facility Services (PSR)	template		Facilities website		
Capital Budget Request - VPs approval	template		VP Letter		
Requisitions - >\$100,000; <\$100,000	electronic		Bulletin Board Notice		
Class Fee Report - previous year	template				
Delegated Authority (index, time, payroll, P-Card, Reqmaster, Loop-Up, etc.)			Index & FOAP Hierarchy; request from F&A		
Budget Proof - PCNs, line items			Closed Grants with PCN; Budget Office		
Local Budget Submissions	template		Budget website		
Employee Changes - evaluations; raise letters, promotion and tenure (Academic), sabbatical (Academic)	letters		Academic Affairs, HR		
Unit Portfolio/PowerPoint					
UBO Accomplishments - narrative, span of control, statistics, resume	template				
Year-End					
Receivables			Year End Letter - Controller's Office		
Foundation reimbursements	form		Year-end email -Foundation		
Direct Payments	template		Year End Letter - Controller's Office		
Requisitions - close, encumbrance, received	electronic		Year End Letter - Controller's Office		
Pcard - reconciled	electronic		Year End Letter - Controller's Office		
Receipts - delivered	form		Year End Letter - Controller's Office		
Journal Vouchers - corrections, expenses, revenue, payroll	template		Year End Letter - Controller's Office		
Travel - close encumbrances	electronic		Year End Letter - Controller's Office		
Budget Transfers - category balancing	template		Year End email - Budget Office		
Petty Cash - letter, audit	template		Year End Letter - Controller's Office		
As Needed:					
Special Reports: i.e., one-time funding	template		Approval Letter from Appropriate VP		
Other:					

The above process have been reviewed; reconciled, and discussed with the Unit Director/Chair/Dean/Vice President. All information is accurate as of the date listed.

UBO Signature _____

AVP Signature: _____

Director/Chair/Dean/VP Signature: _____

Date

Distribution: Monthly Copy to AVP/F&A

Revision Date: February, 2019