		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.	Elizabeth Shepard/Dept Business Administrator	
2	Updating the Baseline Standards Form.	Elizabeth Shepard/Dept Business Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Elizabeth Shepard/Dept Business Administrator	Kristy Dorris Towner/Financial Assistant
2	Reviewing cost center verifications.	Elizabeth Shepard/Dept Business Administrator	
3	Approving cost center verifications.	David White/Director, MSM	Lynn Lamkin/Assoc Director, MSM
4	Ensuring all cost centers are verified/approved on a timely basis.	Elizabeth Shepard/Dept Business Administrator	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Elizabeth Shepard/Dept Business Administrator	
2	Ensuring the validity of travel and expense reimbursements.	Elizabeth Shepard/Dept Business Administrator	
3	Ensuring that goods and services are received and that timely payment is made.	Kristy Dorris Towner/Financial Assistant	Elizabeth Shepard/Dept Business Administrator
4	Ensuring correct account coding on purchases documents.	Kristy Dorris Towner/Financial Assistant	Elizabeth Shepard/Dept Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Kristy Dorris Towner/Financial Assistant	Elizabeth Shepard/Dept Business Administrator
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Michael Pippin/Office Coordinator	Elizabeth Shepard/Dept Business Administrator
2	Reconciling bi-weekly leave accruals to the HR System.	Michael Pippin/Office Coordinator	Elizabeth Shepard/Dept Business Administrator
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Michael Pippin/Office Coordinator	Elizabeth Shepard/Dept Business Administrator
4	Ensuring all monthly leave is recorded and approved in the HR System.	Elizabeth Shepard/Dept Business Administrator	
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Michael Pippin/Office Coordinator	Elizabeth Shepard/Dept Business Administrator
6	Completing termination clearance procedures.	Michael Pippin/Office Coordinator	Elizabeth Shepard/Dept Business Administrator
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Elizabeth Shepard/Dept Business Administrator	
8	Paycheck distribution.	Elizabeth Shepard/Dept Business Administrator	
9	Maintaining departmental Personnel files.	Elizabeth Shepard/Dept Business Administrator	
10	Ensuring valid authorization of new hires.	Elizabeth Shepard/Dept Business Administrator	
11	Ensuring valid authorization of changes in compensation rates.	Elizabeth Shepard/Dept Business Administrator	
12	Ensuring the accurate input of changes to the HR System.	Elizabeth Shepard/Dept Business Administrator	
13	Propriety of leave account classification on time records.	Elizabeth Shepard/Dept Business Administrator	
14	Consistent and efficient responses to inquiries.	Michael Pippin/Office Coordinator	Elizabeth Shepard/Dept Business Administrator
CASH HANDLING			

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
1	Collecting cash, checks, etc.	Kristy Dorris Towner; Michael Pippin	Elizabeth Shepard/Dept Business Administrator
2	Reconciling cash, checks, etc. to receipts.	Kristy Dorris Towner; Michael Pippin	Elizabeth Shepard/Dept Business Administrator
3	Preparing deposits.	Kristy Dorris Towner; Michael Pippin	Elizabeth Shepard/Dept Business Administrator
4	Preparing Journal Entries.	Kristy Dorris Towner; Michael Pippin	Elizabeth Shepard/Dept Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Elizabeth Shepard/Dept Business Administrator	
6	Adequacy of physical safeguards.	Elizabeth Shepard/Dept Business Administrator	
7	Transporting deposits to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Elizabeth Shepard/Dept Business Administrator	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Elizabeth Shepard/Dept Business Administrator	
10	Updating Cash Handling Procedures as needed.	Elizabeth Shepard/Dept Business Administrator	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Elizabeth Shepard/Dept Business Administrator	
12	Consistent and efficient responses to inquiries.	Elizabeth Shepard/Dept Business Administrator	Kristy Dorris Towner; Michael Pippin
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 CHARGES			
1	Manager review of long distance charges for unusual activity.	Elizabeth Shepard/Dept Business Administrator	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Elizabeth Shepard/Dept Business Administrator	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Elizabeth Shepard/Dept Business Administrator	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Edwin Richardson/ CLASS Technology Services	Elizabeth Shepard/Dept Business Administrator
2	Ensuring the annual inventory was completed correctly.	Edwin Richardson/ CLASS Technology Services	Elizabeth Shepard/Dept Business Administrator
3	Tagging equipment.	Edwin Richardson/ CLASS Technology Services	Elizabeth Shepard/Dept Business Administrator
4	Approving requests for removal of equipment from campus.	Edwin Richardson/ CLASS Technology Services	Elizabeth Shepard/Dept Business Administrator
DISCLOSURE FORMS			

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Lynn Lamkin/Assoc Director, MSM	Elizabeth Shepard/Dept Business Administrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Lynn Lamkin/Assoc Director, MSM	Elizabeth Shepard/Dept Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Elizabeth Shepard/Dept Business Administrator	
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.	David A. White/ Director, MSM	Elizabeth Shepard/Dept Business Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	David A. White/ Director, MSM	Elizabeth Shepard/Dept Business Administrator
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Edwin Richardson/ CLASS Technology Services	CLASS IT
2	Ensuring that critical data back up occurs.	Edwin Richardson/ CLASS Technology Services	CLASS IT
3	Ensuring that procedures such as password controls are followed.	Edwin Richardson/ CLASS Technology Services	CLASS IT
4	Reporting of suspected security violations.	Edwin Richardson/ CLASS Technology Services	CLASS IT