	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
	DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS		
1	Ensuring the Departmental Policy and Procedures manual is current.	Cecilia Rodriguez,DBA	
2	Updating the Baseline Standards Form.	Cecilia Rodriguez,DBA	
	FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Cecilia Rodriguez,DBA	
2	Reviewing cost center verifications.	Cecilia Rodriguez,DBA	Beth Olson,Director
3	Approving cost center verifications.	Beth Olson,Director	
4	Ensuring all cost centers are verified/approved on a timely basis.	Cecilia Rodriguez,DBA	
	FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Cecilia Rodriguez,DBA	
2	Ensuring the validity of travel and expense reimbursements.	Martha Arenas,Admin Coord./Cecilia Rodriguez, DBA	
3	Ensuring that goods and services are received and that timely payment is made.	Mariana Galvan,Office Asst. II	Cecilia Rodriguez,DBA
4	Ensuring correct account coding on purchases documents.	Cecilia Rodriguez, DBA	Mariana Galvan,Office Asst. II
5	Primary contact for inquiries to expenditure transactions.	Cecilia Rodriguez, DBA	Mariana Galvan,Office Asst. 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.	Martha Arenas,Admin Coord.	
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Martha Arenas,Admin Coord.	
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Martha Arenas,Admin Coord.	Cecilia Rodriguez,DBA
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Martha Arenas,Admin Coord.	
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls	Martha Arenas,Admin Coord.	
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Martha Arenas,Admin Coord.	Cecilia Rodriguez,DBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Martha Arenas,Admin Coord.	Cecilia Rodriguez,DBA
8	Maintaining departmental personnel files.	Martha Arenas,Admin Coord.	Cecilia Rodriguez,DBA
9	Consistent and efficient responses to inquiries.	Martha Arenas,Admin Coord.	Cecilia Rodriguez,DBA
10	Hire ePAR's should be processed at least 1 week prior to start date.	Martha Arenas,Admin Coord.	
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Cecilia Rodriguez,DBA	Martha Arenas,Admin Coord.

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Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.	Mariana Galvan,Office Asst. II	
2	Reconciling cash, checks, etc. to receipts.	Mariana Galvan,Office Asst. II	
3	Preparing deposits.	Mariana Galvan,Office Asst. II	
4	Preparing Journal Entries.	Mariana Galvan,Office Asst. II	
5	Verifying deposits posted correctly in the Finance System.	Cecilia Rodriguez,DBA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Mariana Galvan,Office Asst. II	Cecilia Rodriguez,DBA
7	Secure deposits via UHDPS to Student Financial Services.	Mariana Galvan,Office Asst. II	
8	Ensuring deposits are made timely.	Mariana Galvan,Office Asst. II	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Cecilia Rodriguez,DBA	
10	Updating Cash Handling Procedures as needed.	Cecilia Rodriguez,DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Cecilia Rodriguez,DBA	
12	Consistent and efficient responses to inquiries.	Mariana Galvan,Office Asst. II	Cecilia Rodriguez,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.	Martha Arenas,Admin Coord.	Cecilia Rodriguez,DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Shawn McCombs, Lan Admin/Ward Booth Media Prod	Dung Huynh, Microsystem Analyst/Jose Vazquez, Media prod.
2	Ensuring the annual inventory was completed correctly.	Shawn McCombs, Lan Admin/Ward Booth Media Prod	Cecilia Rodriguez,DBA
3	Tagging equipment.	Shawn McCombs, Lan Admin/Ward Booth Media Prod	Dung Huynh, Microsystem Analyst/Jose Vazquez, Media prod.
4	Approving requests for removal of equipment from campus.	Beth Olson,Director	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Cecilia Rodriguez,DBA	Mariana Galvan,Office Asst. II
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Cecilia Rodriguez,DBA	Mariana Galvan,Office Asst. II
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Cecilia Rodriguez,DBA	

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	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
	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.	Cecilia Rodriguez,DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Cecilia Rodriguez,DBA	
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Shawn McCombs, Lan Admin	Dung Huynh, Microsystem Analyst/Antonio Farias,Microsystem
2	Ensuring that critical data back up occurs.	Shawn McCombs, Lan Admin	Dung Huynh, Microsystem Analyst/Antonio Farias,Microsystem
3	Ensuring that procedures such as password controls are followed.	Shawn McCombs, Lan Admin	Dung Huynh, Microsystem Analyst/Antonio Farias,Microsystem
4	Reporting of suspected security violations.	Shawn McCombs, Lan Admin	Dung Huynh, Microsystem Analyst/Antonio Farias,Microsystem