Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
Description of Responsibility			
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Donna Butler, DBA	Philip Howard, Chair
2	Updating the Baseline Standards Form.	Donna Butler, DBA	Philip Howard, Chair
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Gloria Turner, Office Asst. 1	Donna Butler, DBA
2	Reviewing cost center verifications.	Donna Butler, DBA	Philip Howard, Chair
3	Approving cost center verifications.	Donna Butler, DBA	Philip Howard, Chair
4	Ensuring all cost centers are verified/approved on a timely basis.	Donna Butler, DBA	Philip Howard, Chair
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Donna Butler, DBA	Philip Howard, Chair
2	Ensuring the validity of travel and expense reimbursements.	Donna Butler, DBA	Philip Howard, Chair
3	Ensuring that goods and services are received and that timely payment is made.	Gloria Turner, Office Asst. 1	Philip Howard, Chair
4	Ensuring correct account coding on purchases documents.	Gloria Turner, Office Asst. 1	Philip Howard, Chair
5	Primary contact for inquiries to expenditure transactions.	Donna Butler, DBA	Philip Howard, Chair
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.	Donna Butler, DBA	Donna Butler, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Donna Butler, DBA	Philip Howard, Chair
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Donna Butler, DBA	Donna Butler, DBA
4	Completing termination clearance procedures.	Gloria Turner, Office Asst. 1	Donna Butler, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Gloria Turner, Office Asst. 1	Donna Butler, DBA
6	Maintaining departmental Personnel files.	Gloria Turner, Office Asst. 1	Donna Butler, DBA
7	Ensuring valid authorization of new hires.	Donna Butler, DBA	Philip Howard, Chair
8	Ensuring valid authorization of changes in compensation rates.	Donna Butler, DBA	Philip Howard, Chair
9	Ensuring the accurate input of changes to the HR System.	Gloria Turner, Office Asst. 1	Donna Butler, DBA
10	Consistent and efficient responses to inquiries.	Gloria Turner, Office Asst. 1	Donna Butler, DBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Daphyne Pitre, Grad. Advising Asst.	Gloria Turner, Office Asst. 1
2	Reconciling cash, checks, etc. to receipts.	Donna Butler, DBA	Philip Howard, Chair
3	Preparing deposits.	Gloria Turner, Office Asst. 1	Donna Butler, DBA
4	Preparing Journal Entries.	Gloria Turner, Office Asst. 1	Donna Butler, DBA
5	Verifying deposits posted correctly in the Finance System.	Donna Butler, DBA	Philip Howard, Chair
6	Adequacy of physical safeguards of cash receipts and equivalent.	Donna Butler, DBA	Philip Howard, Chair
7	Secure deposits via UHDPS to Student Financial Services.	Gloria Turner, Office Asst. 1	Donna Butler, DBA
8	Ensuring deposits are made timely.	Gloria Turner, Office Asst. 1	Donna Butler, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Donna Butler, DBA	Philip Howard, Chair
10	Updating Cash Handling Procedures as needed.	Donna Butler, DBA	Philip Howard, Chair
11	Distribution of Cash Handling Procedures to employees who handle cash.	Donna Butler, DBA	Philip Howard, Chair
12	Consistent and efficient responses to inquiries.	Donna Butler, DBA	Philip Howard, Chair
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than $100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Donna Butler, DBA	Philip Howard, Chair
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Gloria Turner, Office Asst. 1	Philip Howard, Chair
2	Ensuring the annual inventory was completed correctly.	Gloria Turner, Office Asst. 1	Philip Howard, Chair
3	Tagging equipment.	Gloria Turner, Office Asst. 1	Philip Howard, Chair
4	Approving requests for removal of equipment from campus.	Gloria Turner, Office Asst. 1	Philip Howard, Chair
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Donna Butler, DBA	Philip Howard, Chair
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Donna Butler, DBA	Philip Howard, Chair
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Donna Butler, DBA	Philip Howard, Chair

	Description of Responsibility	Responsible Person(s) (Name/Title)	
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	ACCOUNTS RECEIVABLE		
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
	NEGATIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Donna Butler, DBA	Philip Howard, Chair
2	Ensuring that research expenditures are covered by funds from sponsors.	Donna Butler, DBA	Philip Howard, Chair
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Frank Houston,CLASS IT	
2	Ensuring that critical data back up occurs.	Frank Houston,CLASS IT	
3	Ensuring that procedures such as password controls are followed.	Frank Houston,CLASS IT	
4	Reporting of suspected security violations.	Donna Butler, DBA	Philip Howard, Chair