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

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.	Ambriance Phillips, ABA	Brandon Carter, ABA
2	Reconciling cash, checks, etc. to receipts.	Brandon Carter, ABA	Ambriance Phillips, ABA
3	Preparing deposits.	Brandon Carter, ABA	Ambriance Phillips, ABA
4	Preparing Journal Entries.	Brandon Carter, ABA	Ambriance Phillips, ABA
5	Verifying deposits posted correctly in the Finance System.	Brandon Carter, ABA	Ambriance Phillips, ABA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Brandon Carter, ABA	Ambriance Phillips, ABA
7	Secure deposits via UHDPS to Student Financial Services.	Brandon Carter, ABA	Ambriance Phillips, ABA
8	Ensuring deposits are made timely.	Brandon Carter, ABA	Ambriance Phillips, ABA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Brandon Carter, ABA	Ambriance Phillips, ABA
10	Updating Cash Handling Procedures as needed.	Brandon Carter, ABA	Ambriance Phillips, ABA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Brandon Carter, ABA	Ambriance Phillips, ABA
12	Consistent and efficient responses to inquiries.	Brandon Carter, ABA	Ambriance Phillips, ABA
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.	Brandon Carter, ABA	Ambriance Phillips, ABA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Ambriance Phillips, ABA	Brandon Carter, ABA
2	Ensuring the annual inventory was completed correctly.	Ambriance Phillips, ABA	Brandon Carter, ABA
3	Tagging equipment.	Ambriance Phillips, ABA	Brandon Carter, ABA
4	Approving requests for removal of equipment from campus.	Jim Granato, Executive Director	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Ambriance Phillips, ABA	Brandon Carter, ABA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Ambriance Phillips, ABA	Brandon Carter, ABA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Ambriance Phillips, ABA	Brandon Carter, ABA

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
	ACCOUNTS RECEIVABLE		
1	Extending of credit.	N/A	
2	Billing.	Brandon Carter, ABA	
3	Collection.	Brandon Carter, ABA	
4	Recording.	Brandon Carter, ABA	
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.	Brandon Carter, ABA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Brandon Carter, ABA	
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	CLASS IT	
2	Ensuring that critical data back up occurs.	CLASS IT	
3	Ensuring that procedures such as password controls are followed.	CLASS IT	
4	Reporting of suspected security violations.	CLASS IT	