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

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

Description of Responsibility		Primary (Required)	Secondary (Optional)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	NA	NA
3	Collection.	NA	NA
4	Recording.	NA	NA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	NA	NA
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Devianee Vasanjee-DBA	NA
2	Ensuring that research expenditures are covered by funds from sponsors.	Devianee Vasanjee-DBA	NA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Vu Le-Information Technology	Frank Houston-College Div.
2	Ensuring that critical data back up occurs.	Vu Le	Frank Houston
3	Ensuring that procedures such as password controls are followed.	Vu Le	Frank Houston
4	Reporting of suspected security violations.	Devianee Vasanjee-DBA	NA