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

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
10	Consistent and efficient responses to inquiries.	Martha Arenas, DBA	
CASH HANDLING			
1	Collecting cash, checks, etc.	Pamela Silva, Office Coordinator	Martha Arenas, DBA
2	Reconciling cash, checks, etc. to receipts.	Martha Arenas, DBA	
3	Preparing deposits.	Pamela Silva, Office Coordinator	Martha Arenas, DBA
4	Preparing Journal Entries.	Pamela Silva, Office Coordinator	Martha Arenas, DBA
5	Verifying deposits posted correctly in the Finance System.	Martha Arenas, DBA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Pamela Silva, Office Coordinator	Martha Arenas, DBA
7	Secure deposits via UHDPS to Student Financial Services.	Pamela Silva, Office Coordinator	Martha Arenas, DBA
8	Ensuring deposits are made timely.	Pamela Silva, Office Coordinator	Martha Arenas, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Martha Arenas, DBA	
10	Updating Cash Handling Procedures as needed.	Martha Arenas, DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Martha Arenas, DBA	
12	Consistent and efficient responses to inquiries.	Martha Arenas, 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, DBA	James McKee, Exec. Dir., CBO
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Phuong Tran, User Serv. Spec. 2	Martha Arenas, DBA

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
2	Ensuring the annual inventory was completed correctly.	Phuong Tran, User Serv. Spec. 2	Martha Arenas, DBA
3	Tagging equipment.	Phuong Tran, User Serv. Spec. 2	Martha Arenas, DBA
4	Approving requests for removal of equipment from campus.	Phuong Tran, User Serv. Spec. 2	Dr. James Thurmond, Chair
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Martha Arenas, DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Martha Arenas, DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Martha Arenas, DBA	
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.	Martha Arenas, DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Martha Arenas, DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston, Dir., CLASS IT Support	Phuong Tran, User Serv. Spec. 2
2	Ensuring that critical data back up occurs.	Frank Houston, Dir., CLASS IT Support	Phuong Tran, User Serv. Spec. 2
3	Ensuring that procedures such as password controls are followed.	Frank Houston, Dir., CLASS IT Support	Phuong Tran, User Serv. Spec. 2
4	Reporting of suspected security violations.	Frank Houston, Dir., CLASS IT Support	Phuong Tran, User Serv. Spec. 2