	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.	Desi Miller, DBA	Hanh Nguyen, Asst DBA
2	Updating the Baseline Standards Form.	Desi Miller, DBA	
	FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Tasha Wrotten, FC 2	Hanh Nguyen, Asst DBA
2	Reviewing cost center verifications.	Cost Center Managers	Desi Miller, DBA
3	Approving cost center verifications.	Cost Center Managers	Desi Miller, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Cost Center Managers, Tasha Wrotten, FC 2	Desi Miller, DBA
	FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Bryan Roche, FC 1	Hanh Nguyen, Asst DBA
2	Ensuring the validity of travel and expense reimbursements.	Brenda Stevens, FC 1	Desi Miller, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Bryan Roche, FC 1	Hanh Nguyen, Asst DBA
4	Ensuring correct account coding on purchases documents.	Bryan Roche, FC 1	Hanh Nguyen, Asst DBA
5	Primary contact for inquiries to expenditure transactions.	Bryan Roche, FC 1	Hanh Nguyen, Asst 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.	Hanh Nguyen, Asst DBA	Desi Miller, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Hanh Nguyen, Asst DBA	Desi Miller, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Hanh Nguyen, Asst DBA	Desi Miller, DBA
4	Completing termination clearance procedures.	Desi Miller, DBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Hanh Nguyen, Asst DBA	Desi Miller, DBA
6	Maintaining departmental Personnel files.	Hanh Nguyen, Asst DBA	Desi Miller, DBA
7	Ensuring valid authorization of new hires.	Hanh Nguyen, Asst DBA	Desi Miller, DBA
8	Ensuring valid authorization of changes in compensation rates.	Hanh Nguyen, Asst DBA	Desi Miller, DBA
9	Ensuring the accurate input of changes to the HR System.	Hanh Nguyen, Asst DBA	Desi Miller, DBA
10	Consistent and efficient responses to inquiries.	Hanh Nguyen, Asst DBA	Desi Miller, DBA
	CASH HANDLING		
1	Collecting cash, checks, etc.	Hanh Nguyen, Asst DBA	Brenda Stevens, FC 1
2	Reconciling cash, checks, etc. to receipts.	Bryan Roche, FC 1	Desi Miller, DBA
3	Preparing deposits.	Bryan Roche, FC 1	Tasha Wrotten, FC 2
4	Preparing Journal Entries.	Bryan Roche, FC 1	Tasha Wrotten, FC 2
5	Verifying deposits posted correctly in the Finance System.	Hanh Nguyen, Asst DBA	Desi Miller, DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Desi Miller, DBA	Hanh Nguyen, Asst DBA

7	Secure deposits via UHDPS to Student Financial Services.	Hanh Nguyen, Asst DBA	Bryan Roche, FC 1/Tasha Wrotten, FC 2
8	Ensuring deposits are made timely.	Desi Miller, DBA	Hanh Nguyen, Asst DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Desi Miller, DBA	Hanh Nguyen, Asst DBA
10	Updating Cash Handling Procedures as needed.	Desi Miller, DBA	Hanh Nguyen, Asst DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Desi Miller, DBA	Hanh Nguyen, Asst DBA
12	Consistent and efficient responses to inquiries.	Bryan Roche, FC 1/Tasha Wrotten, FC 2	Hanh Nguyen, Asst DBA
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.	Desi Miller, DBA	Hanh Nguyen, Asst DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Babu Sundaram, Systems Manager	Laura Miller, Computer Technician
2	Ensuring the annual inventory was completed correctly.	Babu Sundaram, Systems Manager	Desi Miller, DBA
3	Tagging equipment.	Babu Sundaram, Systems Manager	Laura Miller, Computer Technician
4	Approving requests for removal of equipment from campus.	Babu Sundaram, Systems Manager	Desi Miller, DBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Hanh Nguyen, Asst DBA	Desi Miller, DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Brenda Stevens, FC 1	Desi Miller, DBA/ Hanh Nguyen, Asst DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Brenda Stevens, FC 1	Desi Miller, DBA/ Hanh Nguyen, Asst DBA
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	Desi Miller, DBA	Tasha Wrotten, FC 2/ Hanh Nguyen, Asst DBA

2	Ensuring that research expenditures are covered by funds from sponsors.	Desi Miller, DBA	Tasha Wrotten, FC 2/ Hanh Nguyen, Asst DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Babu Sundaram, Systems Manager	NSM IT - Salvador Baez
2	Ensuring that critical data back up occurs.	Babu Sundaram, Systems Manager	NSM IT - Salvador Baez
3	Ensuring that procedures such as password controls are followed.	Babu Sundaram, Systems Manager	NSM IT - Salvador Baez
4	Reporting of suspected security violations.	Babu Sundaram, Systems Manager	NSM IT - Salvador Baez