		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Melissa Pierson, Asst Vice Provost Undergrad Stu Suc E. Craig Ness, Associate Provost Finance and Administration	Use Business Managers Survival Guide; MAPP; supplemented as needed
2	Updating the Baseline Standards Form.	E. Craig Ness, Associate Provost Finance and Administration	Vanessa Torres, Dept. Business Admin.
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Vivianne Do, Senior Financial Analyst	
2	Reviewing cost center verifications.	E. Craig Ness, Associate Provost Finance and Administration	
3	Approving cost center verifications.	E. Craig Ness, Associate Provost Finance and Administration (as delegate)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Vivianne Do, Senior Financial Analyst	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Vanessa Torres, Dept. Business Admin.	
2	Ensuring the validity of travel and expense reimbursements.	Vanessa Torres, Dept. Business Admin.	
3	Ensuring that goods and services are received and that timely payment is made.	Vanessa Torres, Dept. Business Admin.	
4	Ensuring correct account coding on purchases documents.	Vanessa Torres, Dept. Business Admin.	
5	Primary contact for inquiries to expenditure transactions.	Sandra Marino, Fin. Coordinator	
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.	Sabrina George, Dept. Business Admin.	Vanessa Torres, Dept. Business Admin.
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Vanessa Torres, Dept. Business Admin.	
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Sandra Marino, Fin. Coordinator	Sabrina George, Dept. Business Admin.
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Sandra Marino, Fin. Coordinator	Vanessa Torres, Dept. Business Admin.
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls	Sabrina George, Dept. Business Admin. Vanessa Torres, Dept. Buiness Admin.	Vanessa Torres, Dept. Business Admin.
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Sandra Marino, Fin. Coordinator	Vanessa Torres, Dept. Business Admin.
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Vivianne Do, Senior Financial Analyst	Vanessa Torres, Dept. Business Admin.
8	Maintaining departmental personnel files.	Sandra Marino, Fin. Coordinator	Vanessa Torres, Dept. Business Admin.
9	Consistent and efficient responses to inquiries.	Sandra Marino, Fin. Coordinator	Vanessa Torres, Dept. Business Admin.
10	Hire ePAR's should be processed at least 1 week prior to start date.	Sandra Marino, Fin. Coordinator	Vanessa Torres, Dept. Business Admin.
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Sandra Marino, Fin. Coordinator	Vanessa Torres, Dept. Business Admin.

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Alberta Shields, Secretary 2	Sandra Marino, Fin. Coordinator
2	Reconciling cash, checks, etc. to receipts.	Alberta Shields, Secretary 2	Sandra Marino, Fin. Coordinator
3	Preparing deposits.	Virginia Chandler, User Support Tech	
4	Preparing Journal Entries.	Virginia Chandler, User Support Tech	
5	Verifying deposits posted correctly in the Finance System.	Vanessa Torres, Dept. Business Admin.	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Alberta Shields, Secretary 2	Sandra Marino, Fin. Coordinator
7	Secure deposits via UHDPS to Student Financial Services.	Alberta Shields, Secretary 2	Sandra Marino, Fin. Coordinator
8	Ensuring deposits are made timely.	Virginia Chandler, User Support Tech	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Melissa Pierson, Asst. Vice Provost Undergrad Stuc Suc	Sandra Marino, Fin. Coordinator
10	Updating Cash Handling Procedures as needed.	Melissa Pierson, Asst. Vice Provost Undergrad Stuc Suc	Sandra Marino, Fin. Coordinator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Melissa Pierson, Asst. Vice Provost Undergrad Stuc Suc	Sandra Marino, Fin. Coordinator
12	Consistent and efficient responses to inquiries.	Melissa Pierson, Asst. Vice Provost Undergrad Stuc Suc	Sandra Marino, Fin. Coordinator
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.	Vanessa Torres, Dept. Business Admin.	E. Craig Ness, Associate Provost Finance and Administration
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Sandra Marino, Fin. Coordinator	
2	Ensuring the annual inventory was completed correctly.	Sandra Marino, Fin. Coordinator	
3	Tagging equipment.	Sandra Marino, Fin. Coordinator	
4	Approving requests for removal of equipment from campus.	Sandra Marino, Fin. Coordinator	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	E. Craig Ness, Associate Provost Finance and Administration	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	E. Craig Ness, Associate Provost Finance and Administration	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Melissa Pierson, Asst Vice Provost Undergrad Stu Suc	Vanessa Torres, Dept. Business Admin.

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
	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.	Vanessa Torres, Dept. Business Admin.	E. Craig Ness, Associate Provost Finance and Administration
2	Ensuring that research expenditures are covered by funds from sponsors.	Melissa Pierson, Asst Vice Provost Undergrad Stu Suc	Vanessa Torres, Dept. Business Admin.
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Marcus Tran, Technical Svs Spec 3	UH IT Help Desk
2	Ensuring that critical data back up occurs.	Marcus Tran, Technical Svs Spec 3	UH IT Help Desk
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	Marcus Tran, Technical Svs Spec 3	UH IT Help Desk