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.	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.	Vanessa Torres, Dept. Business Admin.	
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.	Sabrina George, Dept. Business Admin.	
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	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.	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.	Vanessa Torres, Dept. Business Admin.	
9	Consistent and efficient responses to inquiries.	Vanessa Torres, Dept. Business Admin.	E. Craig Ness, Associate Provost Finance and Administration
10	Hire ePAR's should be processed at least 1 week prior to start date.	Vanessa Torres, Dept. Business Admin.	
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Vanessa Torres, Dept. Business Admin.	

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.	N/A	N/A
2	Reconciling cash, checks, etc. to receipts.	N/A	N/A
3	Preparing deposits.	N/A	N/A
4	Preparing Journal Entries.	N/A	N/A
5	Verifying deposits posted correctly in the Finance System.	N/A	N/A
6	Adequacy of physical safeguards of cash receipts and equivalent.	N/A	N/A
7	Secure deposits via UHDPS to Student Financial Services.	N/A	N/A
8	Ensuring deposits are made timely.	N/A	N/A
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	N/A	N/A
10	Updating Cash Handling Procedures as needed.	N/A	N/A
11	Distribution of Cash Handling Procedures to employees who handle cash.	N/A	N/A
12	Consistent and efficient responses to inquiries.	N/A	N/A
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.	Vanessa Torres, Dept. Business Admin.	
2	Ensuring the annual inventory was completed correctly.	Vanessa Torres, Dept. Business Admin.	
3	Tagging equipment.	Vanessa Torres, Dept. Business Admin.	
4	Approving requests for removal of equipment from campus.	Vanessa Torres, Dept. Business Admin.	
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.	E. Craig Ness, Associate Provost Finance and Administration	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.	Vanessa Torres, Dept. Business Admin.	E. Craig Ness, Associate Provost Finance and Administration
DEPARTMENTAL COMPUTING				
	1	Management of the departments' information technology resources.	UH IT Executive Support	UH IT Help Desk
	2	Ensuring that critical data back up occurs.	UH IT Executive Support	UH IT Help Desk
	3	Ensuring that procedures such as password controls are followed.	UH Systems	
	4	Reporting of suspected security violations.	UH IT Executive Support	UH IT Help Desk