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.	Bill Kersten, Exec. Director, PBO	Use Business Managers Survivial Guide; MAPP; supplemented as
2	Updating the Baseline Standards Form.	Vanessa Torres, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Vivianne Do, Asst Dir Finance & Admin	
2	Reviewing cost center verifications.	Vanessa Torres, DBA	Bill Kersten, Exec. Director, PBO
3	Approving cost center verifications.	Vanessa Torres, DBA	Bill Kersten, Exec. Director, PBO
4	Ensuring all cost centers are verified/approved on a timely basis.	Vivianne Do, Asst Dir Finance & Admin	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Vanessa Torres, DBA	
2	Ensuring the validity of travel and expense reimbursements.	Vanessa Torres, DBA	
3	Ensuring that goods and services are received and that timely payment is made.	Vanessa Torres, DBA	
4	Ensuring correct account coding on purchases documents.	Vanessa Torres, DBA	
5	Primary contact for inquiries to expenditure transactions.	Vanessa Torres, DBA	
6	Ensuring access and use of P-Cards and T-Cards are secure.	N/A	
7	Ensuring P-Card transactions are adequately documented and benefit the university.	N/A	
8	Ensuring T-Card transactions are adequately documented and benefit the university.	N/A	
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.	N/A	
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Vanessa Torres, DBA	
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	N/A	
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	N/A	
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	Vanessa Torres, DBA	
6	Completing termination ePAR's within 24 hours of termination.	Vanessa Torres, DBA	
7	Verifying that the eTerminatiion Checklist is completed by all required departments no more than two weeks after termination.	Vanessa Torres, DBA	
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Vivianne Do, Asst Dir Finance & Admin	Vanessa Torres, DBA
9	Maintaining departmental personnel files.	Vanessa Torres, DBA	
10	Consistent and efficient responses to inquiries.	Vanessa Torres, DBA	Vanessa Torres, DBA
11	Hire ePAR's should be processed at least 1 week prior to start date.	Vanessa Torres, DBA	Vanessa Torres, DBA
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Vanessa Torres, DBA	

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.	N/A	
2	Reconciling cash, checks, etc. to receipts.	N/A	
3	Preparing deposits.	N/A	
4	Preparing Journal Entries.	N/A	
5	Verifying deposits posted correctly in the Finance System.	N/A	
6	Adequacy of physical safeguards of cash receipts and equivalent.	N/A	
7	Secure deposits via UHDPS to Student Financial Services.	N/A	
8	Ensuring deposits are made timely.	N/A	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	N/A	
10	Updating Cash Handling Procedures as needed.	N/A	
11	Distribution of Cash Handling Procedures to employees who handle cash.	N/A	
12	Consistent and efficient responses to inquiries.	N/A	
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	N/A	
14	Ensuring all access and use of credit card information is secure.	N/A	
PETTY CASH / CHANGE FUNDS			
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	N/A	
2	Preparing petty cash disbursements.	N/A	
3	Ensuring petty cash disbursements are not for more than $100.	N/A	
4	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
5	Approving petty cash disbursements.	N/A	
6	Replenishing the petty cash fund timely.	N/A	
7	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
8	Ensuring the change fund is balanced daily, weekly or monthly.	N/A	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Vanessa Torres, DBA	Bill Kersten, Exec. Director, PBO
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	N/A	
2	Ensuring the annual inventory was completed correctly.	N/A	
3	Tagging equipment.	N/A	
4	Approving requests for removal of equipment from campus.	N/A	

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
	DISCLOSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Bill Kersten, Exec. Director, PBO	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Bill Kersten, Exec. Director, PBO	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Teri Longacre, Vice Provost and Dean, Undergraduate Student Success	
	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.	Vanessa Torres, DBA	Bill Kersten, Exec. Director, PBO
2	Ensuring that research expenditures are covered by funds from sponsors.	Teri Longacre, Vice Provost and Dean, Undergraduate Student	Vanessa Torres, DBA
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Marcus Tran, Technical Svcs Spec 3	UH IT Help Desk
2	Ensuring that critical data back up occurs.	Marcus Tran, Technical Svcs 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 Svcs Spec 3	UH IT Help Desk