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.	Vanessa Torres, CBA	Use Business Managers Survival Guide; MAPP; supplemented as
2	Updating the Baseline Standards Form.	Deidra Perry, DBA	Vanessa Torres, CBA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Student Workers	
2	Reviewing cost center verifications.	Deidra Perry, DBA	
3	Approving cost center verifications.	Deidra Perry, DBA	
4	Ensuring all cost centers are verified/approved on a timely basis.	Vanessa Torres, CBA	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Deidra Perry, DBA	
2	Ensuring the validity of travel and expense reimbursements.	Deidra Perry, DBA	
3	Ensuring that goods and services are received and that timely payment is made.	Sandra Marino, Financial Coordinator	Deidra Perry, DBA
4	Ensuring correct account coding on purchases documents.	Deidra Perry, DBA	
5	Primary contact for inquiries to expenditure transactions.	Sandra Marino, Financial Coordinator	Deidra Perry, 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.	Direct supervisor of employee	Sabrina York, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Vanessa Torres, CBA	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Sabrina York, DBA Vanessa Torres, CBA	
4	Completing termination clearance procedures.	Sandra Marino, Financial Coordinator	Deidra Perry, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Deidra Perry, DBA	
6	Maintaining departmental Personnel files.	Sandra Marino, Financial Coordinator	Deidra Perry, DBA
7	Ensuring valid authorization of new hires.	Deidra Perry, DBA	
8	Ensuring valid authorization of changes in compensation rates.	Deidra Perry, DBA	Vanessa Torres, CBA
9	Ensuring the accurate input of changes to the HR System.	Deidra Perry, DBA	
10	Consistent and efficient responses to inquiries.	Sandra Marino, Financial Coordinator	Deidra Perry, DBA

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
	CASH HANDLING		
1	Collecting cash, checks, etc.	Sandra Marino, Financial Coordinator	
2	Reconciling cash, checks, etc. to receipts.	Sandra Marino, Financial Coordinator	
3	Preparing deposits.	Virginia Chandler, User Support Tech	Leslie Rollins, Program Coordinator 2
4	Preparing Journal Entries.	Virginia Chandler, User Support Tech	Leslie Rollins, Program Coordinator 2
5	Verifying deposits posted correctly in the Finance System.	Sandra Marino, Financial Coordinator	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Sandra Marino, Financial Coordinator	
7	Secure deposits via UHDPS to Student Financial Services.	Virginia Chandler, User Support Tech	Leslie Rollins, Program Coordinator 2
8	Ensuring deposits are made timely.	Virginia Chandler, User Support Tech	Leslie Rollins, Program Coordinator 2
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Sandra Marino, Financial Coordinator	Deidra Perry, DBA
10	Updating Cash Handling Procedures as needed.	Sandra Marino, Financial Coordinator	Deidra Perry, DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Sandra Marino, Financial Coordinator	Deidra Perry, DBA
12	Consistent and efficient responses to inquiries.	Sandra Marino, Financial Coordinator	Deidra Perry, 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.	Deidra Perry, DBA	Vanessa Torres, CBA
	PROPERTY MANAGEMENT		
1	Performing the annual inventory.	Patrick Daniel, Educational Testing Svcs Dir	
2	Ensuring the annual inventory was completed correctly.	Patrick Daniel, Educational Testing Svcs Dir	
3	Tagging equipment.	Patrick Daniel, Educational Testing Svcs Dir	
4	Approving requests for removal of equipment from campus.	Patrick Daniel, Educational Testing Svcs Dir	
	DISCLOSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Deidra Perry, DBA	Vanessa Torres, CBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Deidra Perry, DBA	Vanessa Torres, CBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Deidra Perry, DBA	Vanessa Torres, CBA

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
	ACCOUNTS RECEIVABLE		
1	Extending of credit.	N/A	
2	Billing.	Patrick Daniel, Educational Testing Svcs Dir	
3	Collection.	Sandra Marino, Financial Coordinator	
4	Recording.	Virginia Chandler, User Support Tech	Leslie Rollins, Program Coordinator 2
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	General Accounting	
	NEGATIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Deidra Perry, DBA	Vanessa Torres, CBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Division of Research	Deidra Perry, DBA
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Marcus Tran, Technical Svcs	UH IT Help Desk
2	Ensuring that critical data back up occurs.	Marcus Tran, Technical Svcs	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	UH IT Help Desk