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.	Brett Collier, Lieutenant	Omar Sheikh, Dept. Bus. Adminstrator
2	Updating the Baseline Standards Form.	Linda M. Garza, Dir. Business Services	Matthew Crouch, Dept. Bus. Adminstrator
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Omar Sheikh, Dept. Bus. Adminstrator	
2	Reviewing cost center verifications.	Linda M. Garza, Dir. Business Services	Nancy Palomo, Asst. Bus. Admnstr-Admin
3	Approving cost center verifications.	designated Cost center managers	
4	Ensuring all cost centers are verified/approved on a timely basis.	Omar Sheikh, Dept. Bus. Adminstrator	Matthew Crouch, Dept. Bus. Adminstrator
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Omar Sheikh, Dept. Bus. Adminstrator	Matthew Crouch, Dept. Bus. Adminstrator
2	Ensuring the validity of travel and expense reimbursements.	Brandy Hickey, Office Assistant 2	Omar Sheikh, Dept. Bus. Adminstrator; Sharon Chavez, Financial Asst.
3	Ensuring that goods and services are received and that timely payment is made.	Brandy Hickey, Office Assistant 2	Omar Sheikh, Dept. Bus. Adminstrator; Sharon Chavez, Financial Asst.
4	Ensuring correct account coding on purchases documents.	Brandy Hickey, Office Assistant 2	Omar Sheikh, Dept. Bus. Adminstrator; Sharon Chavez, Financial Asst.
5	Primary contact for inquiries to expenditure transactions.	Brandy Hickey, Office Assistant 2	Omar Sheikh, Dept. Bus. Adminstrator; Sharon Chavez, Financial Asst.
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Sharon Chavez, Financial Asst.	Omar Sheikh, Dept. Bus. Adminstrator
2	Reconciling bi-weekly leave accruals to the HR System.	Sharon Chavez, Financial Asst.	Omar Sheikh, Dept. Bus. Adminstrator
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Sharon Chavez, Financial Asst.	Omar Sheikh, Dept. Bus. Adminstrator
4	Ensuring all monthly leave is recorded and approved in the HR System.	Sharon Chavez, Financial Asst.	Omar Sheikh, Dept. Bus. Adminstrator
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Sharon Chavez, Financial Asst.	Omar Sheikh, Dept. Bus. Adminstrator
6	Completing termination clearance procedures.	Brandy Hickey, Office Assistant 2	Omar Sheikh, Dept. Bus. Adminstrator
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Sharon Chavez, Financial Asst.	Omar Sheikh, Dept. Bus. Adminstrator
8	Paycheck distribution.	Treasury	Omar Sheikh, Dept. Bus. Adminstrator
9	Maintaining departmental Personnel files.	Brandy Hickey, Office Assistant 2	Omar Sheikh, Dept. Bus. Adminstrator
10	Ensuring valid authorization of new hires.	Brandy Hickey, Office Assistant 2	Omar Sheikh, Dept. Bus. Adminstrator
11	Ensuring valid authorization of changes in compensation rates.	Omar Sheikh, Dept. Bus. Adminstrator	Nancy Palomo, Asst. Bus. Admnstr-Admin
12	Ensuring the accurate input of changes to the HR System.	Brandy Hickey, Office Assistant 2	Omar Sheikh, Dept. Bus. Adminstrator
13	Propriety of leave account classification on time records.	Sharon Chavez, Financial Asst.	Brandy Hickey, Office Assistant 2
14	Consistent and efficient responses to inquiries.	Sharon Chavez, Financial Asst.	Brandy Hickey, Office Assistant 2
CASH HANDLING			

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
1	Collecting cash, checks, etc.	Brandy Hickey, Office Assistant 2	
2	Reconciling cash, checks, etc. to receipts.	Brandy Hickey, Office Assistant 2	
3	Preparing deposits.	Brandy Hickey, Office Assistant 2	
4	Preparing Journal Entries.	Brandy Hickey, Office Assistant 2	
5	Verifying deposits posted correctly in the Finance System.	Brandy Hickey, Office Assistant 2	
6	Adequacy of physical safeguards.	Brandy Hickey, Office Assistant 2	
7	Transporting deposits to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Brandy Hickey, Office Assistant 2	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Omar Sheikh, Dept. Bus. Adminstrator	Matthew Crouch, Dept. Bus. Adminstrator
10	Updating Cash Handling Procedures as needed.	Omar Sheikh, Dept. Bus. Adminstrator	Matthew Crouch, Dept. Bus. Adminstrator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Omar Sheikh, Dept. Bus. Adminstrator	Matthew Crouch, Dept. Bus. Adminstrator
12	Consistent and efficient responses to inquiries.	Omar Sheikh, Dept. Bus. Adminstrator	Matthew Crouch, Dept. Bus. Adminstrator
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
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	n/a	n/a
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	n/a	n/a
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Omar Sheikh, Dept. Bus. Adminstrator	Luisa Gallegos, Fin. Coordinator 2
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Troy Golden, Police Corporal	Omar Sheikh, Dept. Bus. Adminstrator
2	Ensuring the annual inventory was completed correctly.	Troy Golden, Police Corporal	Omar Sheikh, Dept. Bus. Adminstrator
3	Tagging equipment.	Troy Golden, Police Corporal	Omar Sheikh, Dept. Bus. Adminstrator
4	Approving requests for removal of equipment from campus.	Troy Golden, Police Corporal	Omar Sheikh, Dept. Bus. Adminstrator

Submitted:

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Omar Sheikh, Dept. Bus. Adminstrator	Matthew Crouch, Dept. Bus. Adminstrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Omar Sheikh, Dept. Bus. Adminstrator	Matthew Crouch, Dept. Bus. Adminstrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Omar Sheikh, Dept. Bus. Adminstrator	Matthew Crouch, Dept. Bus. Adminstrator
ACCOUNTS RECEIVABLE			
1	Extending of credit.		
2	Billing.	Omar Sheikh, Dept. Bus. Adminstrator	Matthew Crouch, Dept. Bus. Adminstrator
3	Collection.	Omar Sheikh, Dept. Bus. Adminstrator	Matthew Crouch, Dept. Bus. Adminstrator
4	Recording.	Omar Sheikh, Dept. Bus. Adminstrator	Matthew Crouch, Dept. Bus. Adminstrator
5	Monitoring credit extended.	Omar Sheikh, Dept. Bus. Adminstrator	Matthew Crouch, Dept. Bus. Adminstrator
6	Approving write-offs.	Omar Sheikh, Dept. Bus. Adminstrator	Matthew Crouch, Dept. Bus. Adminstrator
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Omar Sheikh, Dept. Bus. Adminstrator	Pat Sayles, Executive Dir. Business Services; Linda M. Garza, Director Business Services
2	Ensuring that research expenditures are covered by funds from sponsors.	Omar Sheikh, Dept. Bus. Adminstrator	Linda M. Garza, Director Business Services
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	David Sarkozi, Public Safety Systems Manager	Richard, Tappan, Police Systems Technician
2	Ensuring that critical data back up occurs.	David Sarkozi, Public Safety Systems Manager	Richard, Tappan, Police Systems Technician
3	Ensuring that procedures such as password controls are followed.	David Sarkozi, Public Safety Systems Manager	Richard, Tappan, Police Systems Technician
4	Reporting of suspected security violations.	David Sarkozi, Public Safety Systems Manager	Richard, Tappan, Police Systems Technician
For Departments listed below			
ID	Dept Name		
H0612	Emergency Management		
H0611	Public Safety Systems		
H0609	Dept of Public Safety Administration		
H0173	Environmental Health & Life Safety		
H0169	Police		