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.	Andy Startz/Bursar	Nancy Tran/Associate Director
2	Updating the Baseline Standards Form.	Andy Startz/Bursar	Nancy Tran/Associate Director
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Nancy Tran/Associate Director	Andy Startz/Bursar
2	Reviewing cost center verifications.	Nancy Tran/Associate Director	Andy Startz/Bursar
3	Approving cost center verifications.	Nancy Tran/Associate Director	Andy Startz/Bursar
4	Ensuring all cost centers are verified/approved on a timely basis.	Nancy Tran/Associate Director	Andy Startz/Bursar
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Nancy Tran/Associate Director	Andy Startz/Bursar
2	Ensuring the validity of travel and expense reimbursements.	Nancy Tran/Associate Director	Andy Startz/Bursar
3	Ensuring that goods and services are received and that timely payment is made.	Nancy Tran/Associate Director	Andy Startz/Bursar
4	Ensuring correct account coding on purchases documents.	Nancy Tran/Associate Director	Andy Startz/Bursar
5	Primary contact for inquiries to expenditure transactions.	Nancy Tran/Associate Director	Andy Startz/Bursar
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.	Thuy Truong/Financial Analyst 2	Thu Van/Financial Analyst 2
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Thuy Truong/Financial Analyst 2	Thu Van/Financial Analyst 2
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Thuy Truong/Financial Analyst 2	Thu Van/Financial Analyst 2
4	Completing termination clearance procedures.	Thuy Truong/Financial Analyst 2	Thu Van/Financial Analyst 2
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Thuy Truong/Financial Analyst 2	Thu Van/Financial Analyst 2
6	Maintaining departmental Personnel files.	Thuy Truong/Financial Analyst 2	Thu Van/Financial Analyst 2
7	Ensuring valid authorization of new hires.	Thuy Truong/Financial Analyst 2	Thu Van/Financial Analyst 2
8	Ensuring valid authorization of changes in compensation rates.	Thuy Truong/Financial Analyst 2	Thu Van/Financial Analyst 2
9	Ensuring the accurate input of changes to the HR System.	Thuy Truong/Financial Analyst 2	Thu Van/Financial Analyst 2

Submitted:

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		Primary (Required)	Secondary (Optional)
10	Consistent and efficient responses to inquiries.	Thuy Truong/Financial Analyst 2	Thu Van/Financial Analyst 2
CASH HANDLING			
1	Collecting cash, checks, etc.	Corina Guerrero, Nathan Nobles and Kayla Brunson/Cashier	Corina Guerrero, Nathan Nobles and Kayla Brunson/Cashier
2	Reconciling cash, checks, etc. to receipts.	Aurora Munoz and Warren Douglas/Financial Coordinator 2	Basmah Talib/Cash Control Supervisor; Thuy Truong, Thu Van/Financial Analyst 2
3	Preparing deposits.	Aurora Munoz and Warren Douglas/Financial Coordinator 2	Basmah Talib/Cash Control Supervisor; Thuy Truong, Thu Van/Financial Analyst 2
4	Preparing Journal Entries.	Aurora Munoz and Warren Douglas/Financial Coordinator 2	Basmah Talib/Cash Control Supervisor; Thuy Truong, Thu Van/Financial Analyst 2
5	Verifying deposits posted correctly in the Finance System.	Aurora Munoz and Warren Douglas/Financial Coordinator 2	Basmah Talib/Cash Control Supervisor; Thuy Truong, Thu
6	Adequacy of physical safeguards of cash receipts and equivalent.	Aurora Munoz and Warren Douglas/Financial Coordinator 2	Basmah Talib/Cash Control Supervisor; Thuy Truong, Thu Van/Financial Analyst 2
7	Secure deposits via UHDPS to Student Business Services.	N/A	N/A
8	Ensuring deposits are made timely.	Aurora Munoz and Warren Douglas/Financial Coordinator 2	Basmah Talib/Cash Control Supervisor; Thuy Truong, Thu Van/Financial Analyst 2
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Nancy Tran/Associate Director	Andy Startz/Bursar
10	Updating Cash Handling Procedures as needed.	Nancy Tran/Associate Director	Andy Startz/Bursar
11	Distribution of Cash Handling Procedures to employees who handle cash.	Basmah Talib/Cash Control Supervisor; Thuy Truong, Thu Van/Financial Analyst 2	Andy Startz/Bursar
12	Consistent and efficient responses to inquiries.	Nancy Tran/Associate Director	Andy Startz/Bursar
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

Submitted:

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CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Nancy Tran/Associate Director	Andy Startz/Bursar
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Christopher Durham/Functional Analyst 4	Ajay Rajeev/Application Developer 2
2	Ensuring the annual inventory was completed correctly.	Christopher Durham/Functional Analyst 4	Ajay Rajeev/Application Developer 2
3	Tagging equipment.	Christopher Durham/Functional Analyst 4	Ajay Rajeev/Application Developer 2
4	Approving requests for removal of equipment from campus.	Christopher Durham/Functional Analyst 4	Ajay Rajeev/Application Developer 2
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Andy Startz/Bursar	Nancy Tran/Associate Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Andy Startz/Bursar	Nancy Tran/Associate Director
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Andy Startz/Bursar	Nancy Tran/Associate Director
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	Kevin Burns/Collection Analyst	Thu Van/Financial Analyst 2
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.	Thuy Truong, Thu Van/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar
2	Ensuring that research expenditures are covered by funds from sponsors.	Thuy Truong, Thu Van/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Christopher Durham/Functional Analyst 4	Ajay Rajeev/Application Developer 2
2	Ensuring that critical data back up occurs.	Christopher Durham/Functional Analyst 4	Ajay Rajeev/Application Developer 2

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		Primary (Required)	Secondary (Optional)
3	Ensuring that procedures such as password controls are followed.	Christopher Durham/Functional Analyst 4	Ajay Rajeev/Application Developer 2
4	Reporting of suspected security violations.	Christopher Durham/Functional Analyst 4	Ajay Rajeev/Application Developer 2