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.	Isaac Davis, Dept. Business Admin	Ornela Santee, Dir. Coll/Div Business Operations
2	Updating the Baseline Standards Form.	Isaac Davis, Dept. Business Admin	Ornela Santee, Dir. Coll/Div Business Operations
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Isaac Davis, Dept. Business Admin	Vacant
2	Reviewing cost center verifications.	Isaac Davis, Dept. Business Admin	Dr. Robert Shimko
3	Approving cost center verifications.	Isaac Davis, Dept. Business Admin	Dr. Robert Shimko
4	Ensuring all cost centers are verified/approved on a timely basis.	Isaac Davis, Dept. Business Admin	Dr. Robert Shimko
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Isaac Davis, Dept. Business Admin	Dr. Robert Shimko
2	Ensuring the validity of travel and expense reimbursements.	Isaac Davis, Dept. Business Admin	Dr. Robert Shimko
3	Ensuring that goods and services are received and that timely payment is made.	Julian Waneck, Admin Coordinator	Isaac Davis, Dept. Business Admin
4	Ensuring correct account coding on purchases documents.	Julian Waneck, Admin Coordinator	Isaac Davis, Dept. Business Admin
5	Primary contact for inquiries to expenditure transactions.	Julian Waneck, Admin Coordinator	Isaac Davis, 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.	Isaac Davis, Dept. Business Admin	Isaac Davis, Dept. Business Admin
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Isaac Davis, Dept. Business Admin	Isaac Davis, Dept. Business Admin
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Isaac Davis, Dept. Business Admin	Isaac Davis, Dept. Business Admin
4	Completing termination clearance procedures.	Isaac Davis, Dept. Business Admin	Isaac Davis, Dept. Business Admin
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Isaac Davis, Dept. Business Admin	Isaac Davis, Dept. Business Admin
6	Maintaining departmental Personnel files.	Isaac Davis, Dept. Business Admin	Isaac Davis, Dept. Business Admin
7	Ensuring valid authorization of new hires.	Isaac Davis, Dept. Business Admin	Isaac Davis, Dept. Business Admin
8	Ensuring valid authorization of changes in compensation rates.	Isaac Davis, Dept. Business Admin	Isaac Davis, Dept. Business Admin
9	Ensuring the accurate input of changes to the HR System.	Isaac Davis, Dept. Business Admin	Isaac Davis, Dept. Business Admin
10	Consistent and efficient responses to inquiries.	Isaac Davis, Dept. Business Admin	Isaac Davis, Dept. Business Admin

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.		Isaac Davis, Dept. Business Admin
2	Reconciling cash, checks, etc. to receipts.		Isaac Davis, Dept. Business Admin
3	Preparing deposits.		Isaac Davis, Dept. Business Admin
4	Preparing Journal Entries.		Isaac Davis, Dept. Business Admin
5	Verifying deposits posted correctly in the Finance System.	Isaac Davis, Dept. Business Admin	Isaac Davis, Dept. Business Admin
6	Adequacy of physical safeguards of cash receipts and equivalent.	Julian Waneck, Admin Coordinator	Isaac Davis, Dept. Business Admin
7	Secure deposits via UHDPS to Student Financial Services.	Julian Waneck, Admin Coordinator	Isaac Davis, Dept. Business Admin
8	Ensuring deposits are made timely.	Julian Waneck, Admin Coordinator	Isaac Davis, Dept. Business Admin
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Isaac Davis, Dept. Business Admin	Isaac Davis, Dept. Business Admin
10	Updating Cash Handling Procedures as needed.	Isaac Davis, Dept. Business Admin	Isaac Davis, Dept. Business Admin
11	Distribution of Cash Handling Procedures to employees who handle cash.	Isaac Davis, Dept. Business Admin	Isaac Davis, Dept. Business Admin
12	Consistent and efficient responses to inquiries.		Isaac Davis, Dept. Business Admin
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.	Isaac Davis, Dept. Business Admin	Ornela Santee, Dir. Coll/Div Business Operations
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Isaac Davis, Dept. Business Admin	Joseph Lazzaro, College IT
2	Ensuring the annual inventory was completed correctly.	Isaac Davis, Dept. Business Admin	Joseph Lazzaro, College IT

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
3	Tagging equipment.	Isaac Davis, Dept. Business Admin	Joseph Lazzaro, College IT
4	Approving requests for removal of equipment from campus.	Isaac Davis, Dept. Business Admin	Joseph Lazzaro, College IT
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Isaac Davis, Dept. Business Admin	Ornela Santee, Dir. Coll/Div Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Isaac Davis, Dept. Business Admin	Ornela Santee, Dir. Coll/Div Business Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Isaac Davis, Dept. Business Admin	Ornela Santee, Dir. Coll/Div Business Operations
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.	Isaac Davis, Dept. Business Admin	Ornela Santee, Dir. Coll/Div Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Isaac Davis, Dept. Business Admin	Ornela Santee, Dir. Coll/Div Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Joseph Lazzaro, College IT	Isaac Davis, Dept. Business Admin
2	Ensuring that critical data back up occurs.	Joseph Lazzaro, College IT	Isaac Davis, Dept. Business Admin
3	Ensuring that procedures such as password controls are followed.	Joseph Lazzaro, College IT	Isaac Davis, Dept. Business Admin
4	Reporting of suspected security violations.	Isaac Davis, Dept. Business Admin	Joseph Lazzaro, College IT