Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Sue Rhodes, Deputy Director, SBDC Network Admin.	
2	Updating the Baseline Standards Form.	Sue Rhodes, Deputy Director, SBDC Network Admin.	Mae Hurst, Dept Bus Admin
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	LaWanda Johnson, Financial Analyst 2	
2	Reviewing cost center verifications.	Sue Rhodes, Deputy Director, SBDC Network Admin.	
3	Approving cost center verifications.	Mike Young, Executive Director	
4	Ensuring all cost centers are verified/approved on a timely basis.	Sue Rhodes, Deputy Director, SBDC Network Admin.	Mae Hurst, Dept Bus Admin
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Admin
2	Ensuring the validity of travel and expense reimbursements.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Admin
3	Ensuring that goods and services are received and that timely payment is made.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Admin
4	Ensuring correct account coding on purchases documents.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Admin
5	Primary contact for inquiries to expenditure transactions.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Admin
6	Ensuring access and use of P-Cards and T-Cards are secure.	Bernadette Pittman, Financial Coordinator	Sue Rhodes, Deputy Director, SBDC Network Admin
7	Ensuring P-Card transactions are adequately documented and benefit the university.	LaWanda Johnson, Financial Analyst 2	Mae Hurst, Dept Bus Admin
8	Ensuring T-Card transactions are adequately documented and benefit the university.	LaWanda Johnson, Financial Analyst 2	Mae Hurst, Dept Bus 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.	Mae Hurst, Dept Bus Admin	LaWanda Johnson, Finanical Analyst 2
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Mae Hurst, Dept Bus Admin	LaWanda Johnson, Finanical Analyst 2
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Mae Hurst, Dept Bus Admin	LaWanda Johnson, Finanical Analyst 2
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Mae Hurst, Dept Bus Admin	LaWanda Johnson, Finanical Analyst 2
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.	Mae Hurst, Dept Bus Admin	LaWanda Johnson, Finanical Analyst 2
6	Completing termination ePAR's within 24 hours of termination.	Mae Hurst, Dept Bus Admin	LaWanda Johnson, Finanical Analyst 2
7	Verifying that the eTerminatiion Checklist is completed by all required departments no more than two weeks after termination.	Mae Hurst, Dept Bus Admin	LaWanda Johnson, Finanical Analyst 2
8	Ensuring terminated employees are no longer charged to departmental cost centers.	LaWanda Johnson, Financial Analyst 2	Sue Rhodes, Deputy Director, SBDC Network Admin
9	Maintaining departmental personnel files.	Mae Hurst, Dept Bus Admin	LaWanda Johnson, Finanical Analyst 2
10	Consistent and efficient responses to inquiries.	Mae Hurst, Dept Bus Admin	LaWanda Johnson, Finanical Analyst 2
11	Hire ePAR's should be processed at least 1 week prior to start date.	Mae Hurst, Dept Bus Admin	LaWanda Johnson, Finanical Analyst 2
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Mae Hurst, Dept Bus Admin	LaWanda Johnson, Finanical Analyst 2

CASH HANDLING				
	1	Collecting cash, checks, etc.	Various individuals - all complete Cash Handling Training	
	2	Reconciling cash, checks, etc. to receipts.	Mae Hurst, Dept Bus Admin	
	3	Preparing deposits.	Jessica Rodriguez, Office Assistant 2	Yannisha Donahue, Office Assistant 2
	4	Preparing Journal Entries.	Jessica Rodriguez, Office Assistant 2	Yannisha Donahue, Office Assistant 2
	5	Verifying deposits posted correctly in the Finance System.	LaWanda Johnson, Financial Analyst 2	
	6	Adequacy of physical safeguards of cash receipts and equivalent.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Admin
	7	Secure deposits via UHDPS to Student Financial Services.	Jessica Rodriguez, Office Assistant 2-Cash deposits made at BOA on premises	Bernadette Pittman, Financial Coordinator 1
	8	Ensuring deposits are made timely.	Mae Hurst, Dept Bus Admin	
	9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Mae Hurst, Dept Bus Admin	
	10	Updating Cash Handling Procedures as needed.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Admin
	11	Distribution of Cash Handling Procedures to employees who handle cash.	Mae Hurst, Dept Bus Admin	
	12	Consistent and efficient responses to inquiries.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Admin
	13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Mae Hurst, Dept Bus Admin	
	14	Ensuring all access and use of credit card information is secure.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Admin
PETTY CASH / CHANGE FUNDS				
	1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	NA	
	2	Preparing petty cash disbursements.	NA	
	3	Ensuring petty cash disbursements are not for more than $100.	NA	
	4	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
	5	Approving petty cash disbursements.	NA	
	6	Replenishing the petty cash fund timely.	NA	
	7	Ensuring the petty cash fund is balanced after each disbursement.	NA	
	8	Ensuring the change fund is balanced daily, weekly or monthly.	NA	
CONTRACT ADMINISTRATION				
	1	Ensuring departmental personnel comply with contract administration policies/procedures.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Admin
PROPERTY MANAGEMENT				
	1	Performing the annual inventory.	Robert Mayberry, Microsystems Analyst 1	Catherine Connors, Mngr, College/Div Info Services 2
	2	Ensuring the annual inventory was completed correctly.	Catherine Connors, Mngr, College/Div Info Services 2	
	3	Tagging equipment.	Robert Mayberry, Microsystems Analyst 1	Catherine Connors, Mngr, College/Div Info Services 2
	4	Approving requests for removal of equipment from campus.	Sue Rhodes, Deputy Director, SBDC Network Admin.	Mike Young, Executive Director

DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Admin
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Admin
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Admin
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Sue Rhodes, Deputy Director, SBDC Network Admin.	Mike Young, Executive Director
2	Billing.	LaWanda Johnson, Financial Analyst 2	Sue Rhodes, Deputy Director, SBDC Network Admin
3	Collection.	LaWanda Johnson, Financial Analyst 2	Sue Rhodes, Deputy Director, SBDC Network Admin
4	Recording.	Various individuals-who receive cash and who have CH training	Sue Rhodes, Deputy Director, SBDC Network Admin
5	Monitoring credit extended.	Sue Rhodes, Deputy Director, SBDC Network Admin.	Mike Young, Executive Director
6	Approving write-offs.	Sue Rhodes, Deputy Director, SBDC Network Admin.	Mike Young, Executive Director
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Admin
2	Ensuring that research expenditures are covered by funds from sponsors.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Admin
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Catherine Connors, Mngr, College/Div Info Services 2	Sue Rhodes, Deputy Director, SBDC Network Admin
2	Ensuring that critical data back up occurs.	Catherine Connors, Mngr, College/Div Info Services 2	Sue Rhodes, Deputy Director, SBDC Network Admin
3	Ensuring that procedures such as password controls are followed.	Catherine Connors, Mngr, College/Div Info Services 2	Sue Rhodes, Deputy Director, SBDC Network Admin
4	Reporting of suspected security violations.	Catherine Connors, Mngr, College/Div Info Services 2	Sue Rhodes, Deputy Director, SBDC Network Admin