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.	Linda Guerrero, DBA	Kaye Newberry, Chair
2	Updating the Baseline Standards Form.	Linda Guerrero, DBA	Sara Brown, Executive Director, Business Operations
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Reviewing cost center verifications.	Linda Guerrero, DBA/ Kaye Newberry, Chair	Sara Brown, Executive Director, Business Operations
3	Approving cost center verifications.	Kaye J. Newberry, Chair	
4	Ensuring all cost centers are verified/approved on a timely basis.	Darius Miller, OAS	Linda Guerrero, DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Linda Guerrero, DBA	
2	Ensuring the validity of travel and expense reimbursements.	Linda Guerrero, DBA	
3	Ensuring that goods and services are received and that timely payment is made.	Linda Guerrero, DBA	
4	Ensuring correct account coding on purchases documents.	Linda Guerrero, DBA	
5	Primary contact for inquiries to expenditure transactions.	Linda Guerrero, 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.	Cecilia Pittman, AC/Linda Guerrero, DBA	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Linda Guerrero, DBA; Kaye Newberry, Chair	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Cecilia Pittman, AC/Linda Guerrero, DBA	
4	Completing termination clearance procedures.	Linda Guerrero, DBA	Melissa Niles, College Business Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Cecilia Pittman, AC/Linda Guerrero, DBA	Khanh Nguyen, Financial Analyst 2
6	Maintaining departmental Personnel files.	Cecilia Pittman, AC/ Linda Guerrero, DBA	
7	Ensuring valid authorization of new hires.	Cecilia Pittman, AC/ Linda Guerrero, DBA	
8	Ensuring valid authorization of changes in compensation rates.	Linda Guerrero, DBA	Khanh Nguyen, Financial Analyst 2
9	Ensuring the accurate input of changes to the HR System.	Cecilia Pittman, AC/ Linda Guerrero, DBA	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Cecilia Pittman, AC/ Linda Guerrero, DBA	Melissa Niles, College Business Administrator

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
	CASH HANDLING		
1	Collecting cash, checks, etc.	Terrolyn Gunter, Asst Business Administrator - Finance	Andrew Nguyen - Financial Assistant II
2	Reconciling cash, checks, etc. to receipts.	Terrolyn Gunter, Asst Business Administrator - Finance	Andrew Nguyen - Financial Assistant II
3	Preparing deposits.	Terrolyn Gunter, Asst Business Administrator - Finance	Andrew Nguyen - Financial Assistant II
4	Preparing Journal Entries.	Terrolyn Gunter, Asst Business Administrator - Finance	Andrew Nguyen - Financial Assistant II
5	Verifying deposits posted correctly in the Finance System.	Khanh Nguyen, Financial Analyst 2	Terrolyn Gunter, Asst Business Administrator - Finance
6	Adequacy of physical safeguards of cash receipts and equivalent.	Terrolyn Gunter, Asst Business Administrator - Finance	Andrew Nguyen - Financial Assistant II
7	Secure deposits via UHDPS to Student Financial Services.	Terrolyn Gunter, Asst Business Administrator - Finance	Andrew Nguyen - Financial Assistant II
8	Ensuring deposits are made timely.	Terrolyn Gunter, Asst Business Administrator - Finance	Andrew Nguyen - Financial Assistant II
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, Business Operations
10	Updating Cash Handling Procedures as needed.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, Business Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, Business Operations
12	Consistent and efficient responses to inquiries.	Linda Guerrero, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
	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
	CONTRACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Linda Guerrero, DBA	
	PROPERTY MANAGEMENT		
1	Performing the annual inventory.	Cecilia Pittman, AC	Linda Guerrero, DBA; Kaye Newberry Chair
2	Ensuring the annual inventory was completed correctly.	Cecilia Pittman, AC	Linda Guerrero, DBA; Kaye Newberry Chair
3	Tagging equipment.	Cecilia Pittman, AC	Linda Guerrero, DBA; Kaye Newberry Chair
4	Approving requests for removal of equipment from campus.	Cecilia Pittman, AC	Linda Guerrero, DBA; Kaye Newberry Chair
	DISCLOSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Sara Brown, Executive Director Business Operations	Latha Ramchand, Dean
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Melissa Niles, College Business Administrator	Sara Brown, Executive Director, College of Business Operations
	ACCOUNTS RECEIVABLE		

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
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		N/A	
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Charles Morgan, Director IT	Hina Khan, Systems Analyst 3
2	Ensuring that critical data back up occurs.	Charles Morgan, Director IT	Hina Khan, Systems Analyst 3
3	Ensuring that procedures such as password controls are followed.	Charles Morgan, Director IT	Hina Khan, Systems Analyst 3
4	Reporting of suspected security violations.	Charles Morgan, Director IT	