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.	Calyon Lewis, Department Business Administrator	
2	Updating the Baseline Standards Form.	Calyon Lewis, Department Business Administrator	Melissa Niles, College Business Administrator
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Calyon Lewis, Department Business Administrator
2	Reviewing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Calyon Lewis, Department Business Administrator
3	Approving cost center verifications.	Khanh Nguyen, Financial Analyst 2	Calyon Lewis, Department Business Administrator
4	Ensuring all cost centers are verified/approved on a timely basis.	Khanh Nguyen, Financial Analyst 2	Calyon Lewis, Department Business Administrator
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Calyon Lewis, Department Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
2	Ensuring the validity of travel and expense reimbursements.	Calyon Lewis, Department Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
3	Ensuring that goods and services are received and that timely payment is made.	Calyon Lewis, Department Business Administrator	Sonetria Curry, Office Coordinator
4	Ensuring correct account coding on purchases documents.	Calyon Lewis, Department Business Administrator	Sonetria Curry, Office Coordinator
5	Primary contact for inquiries to expenditure transactions.	Calyon Lewis, Department Business Administrator	Sonetria Curry, Office Coordinator
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.	Calyon Lewis, Department Business Administrator	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Calyon Lewis, Department Business Administrator	Steve Werner, Department Chair
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Calyon Lewis, Department Business Administrator	Lilia Canas,Academic Affairs Manage & Alejandra Rodriguez, Assistant Bisiness Administrator-Admin
4	Completing termination clearance procedures.	Alejandra Rodriguez, Assistant Bisiness Administrator-Admin	Calyon Lewis, Department Business Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Alejandra Rodriguez, Assistant Bisiness Administrator-Admin	Calyon Lewis, Department Business Administrator
6	Maintaining departmental Personnel files.	Calyon Lewis, Department Business Administrator	Steve Werner, Department Chair
7	Ensuring valid authorization of new hires.	Calyon Lewis, Department Business Administrator	Lilia Canas,Academic Affairs Manage & Alejandra Rodriguez, Assistant
8	Ensuring valid authorization of changes in compensation rates.	Sara Brown, Executive Director, College Business	Melissa Niles, College Business Administrator
9	Ensuring the accurate input of changes to the HR System.	Sara Brown, Executive Director, College Business	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Calyon Lewis, Department Business Administrator	Melissa Niles, College Business Administrator

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Calyon Lewis, Department Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
2	Reconciling cash, checks, etc. to receipts.	Calyon Lewis, Department Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
3	Preparing deposits.	Calyon Lewis, Department Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
4	Preparing Journal Entries.	Calyon Lewis, Department Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
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.	Calyon Lewis, Department Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
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.	Calyon Lewis, Department Business Administrator	Terrolyn Gunter, Asst. Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Terrolyn Gunter, Asst. Business Administrator	Calyon Lewis, Department Business Administrator
10	Updating Cash Handling Procedures as needed.	Terrolyn Gunter, Asst. Business Administrator	Calyon Lewis, Department Business Administrator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Terrolyn Gunter, Asst. Business Administrator	Calyon Lewis, Department Business Administrator
12	Consistent and efficient responses to inquiries.	Terrolyn Gunter, Asst. Business Administrator	Calyon Lewis, Department Business Administrator
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.	Calyon Lewis, Department Business Administrator	Terrolyn Gunter, Asst. Business Administrator
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Calyon Lewis, Department Business Administrator	
2	Ensuring the annual inventory was completed correctly.	Calyon Lewis, Department Business Administrator	Francisco Lopez, DBA
3	Tagging equipment.	Calyon Lewis, Department Business Administrator	
4	Approving requests for removal of equipment from campus.	Calyon Lewis, Department Business Administrator	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Calyon Lewis, Department Business Administrator	Melissa Niles, College Business Administrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Calyon Lewis, Department Business Administrator	Melissa Niles, College Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Calyon Lewis, Department Business Administrator	Khanh Nguyen, Financial Analyst

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
	ACCOUNTS RECEIVABLE		
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
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.	Khanh Nguyen, Financial Analyst	Sara Brown, Executive Director, College Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Analyst	Sara Brown, Executive Director, College Business Operations
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Charles Morgan, Director of Information Technology	Hina Khan, Systems Analyst 3
2	Ensuring that critical data back up occurs.	Charles Morgan, Director of Information Technology	Hina Khan, Systems Analyst 3
3	Ensuring that procedures such as password controls are followed.	Charles Morgan, Director of Information Technology	Hina Khan, Systems Analyst 3
4	Reporting of suspected security violations.	Charles Morgan, Director of Information Technology	