		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Marie Tighe, DBA	Ed Blair, Dept. Chair
2	Updating the Baseline Standards Form.	Marie Tighe, DBA	Ed Blair, Dept. Chair
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Khanh Nguyen, Fin. Analyst 2	
2	Reviewing cost center verifications.	Ed Blair, Chair	Marie Tighe, DBA
3	Approving cost center verifications.	Ed Blair, Chair	Sara Brown, Executive Director, College Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Khanh Nguyen, Fin. Analyst 2	Sara Brown, Executive Director, College Business Operations
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Linda Monita, Ofc. Coord.	Marie Tighe, DBA
2	Ensuring the validity of travel and expense reimbursements.	Linda Monita, Ofc. Coord.	Marie Tighe, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Linda Monita, Ofc. Coord.	Marie Tighe, DBA
4	Ensuring correct account coding on purchases documents.	Linda Monita, Ofc. Coord.	Marie Tighe, DBA
5	Primary contact for inquiries to expenditure transactions.	Linda Monita, Ofc. Coord.	Marie Tighe, 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.	Marie Tighe, DBA	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Marie Tighe, DBA	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Marie Tighe, DBA	
4	Completing termination clearance procedures.	Marie Tighe, DBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Marie Tighe, DBA	
6	Maintaining departmental Personnel files.	Marie Tighe, DBA	Alejandra Rodriguez, Asst. Bus. Adm., Lilia Canas, Mgr. College Acad. Affairs
7	Ensuring valid authorization of new hires.	Marie Tighe, DBA	Alejandra Rodriguez, Asst. Bus. Adm., Lilia Canas, Mgr. College
8	Ensuring valid authorization of changes in compensation rates.	Marie Tighe, DBA	Alejandra Rodriguez, Asst. Bus. Adm., Lilia Canas, Mgr. College
9	Ensuring the accurate input of changes to the HR System.	Marie Tighe, DBA	Alejandra Rodriguez, Asst. Bus. Adm., Lilia Canas, Mgr. College
10	Consistent and efficient responses to inquiries.	Marie Tighe, DBA	Alejandra Rodriguez, Asst. Bus. Adm., Lilia Canas, Mgr. College

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.	Marie Tighe, DBA	Terrolyn Gunter, Asst. Bus. Adm.
2	Reconciling cash, checks, etc. to receipts.	Marie Tighe, DBA	Terrolyn Gunter, Asst. Bus. Adm.
3	Preparing deposits.	Marie Tighe, DBA	Terrolyn Gunter, Asst. Bus. Adm.
4	Preparing Journal Entries.	N/A	Terrolyn Gunter, Asst. Bus. Adm
5	Verifying deposits posted correctly in the Finance System.	Marie Tighe, DBA	Khanh Nguyen, Fin. Analyst 2
6	Adequacy of physical safeguards of cash receipts and equivalent.	Marie Tighe, DBA	Terrolyn Gunter, Asst. Bus. Adm.
7	Secure deposits via UHDPS to Student Financial Services.	N/A	Terrolyn Gunter, Asst. Bus. Adm
8	Ensuring deposits are made timely.	Marie Tighe, DBA	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Marie Tighe, DBA	Terrolyn Gunter, Asst. Bus. Adm.
10	Updating Cash Handling Procedures as needed.	N/A	Terrolyn Gunter, Asst. Bus. Adm
11	Distribution of Cash Handling Procedures to employees who handle cash.	Marie Tighe, DBA	Terrolyn Gunter, Asst. Bus. Adm.
12	Consistent and efficient responses to inquiries.	Marie Tighe, DBA	Terrolyn Gunter, Asst. Bus. Adm.
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.	Marie Tighe, DBA	Terrolyn Gunter, Asst. Bus. Adm.
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Linda Monita, Ofc. Coord.	
2	Ensuring the annual inventory was completed correctly.	Marie Tighe, DBA	Francisco Lopez, DBA
3	Tagging equipment.	Linda Monita, Ofc. Coord.	
4	Approving requests for removal of equipment from campus.	Ed Blair, Dept. Chair	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Marie Tighe, DBA	Melissa Niles, CBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Marie Tighe, DBA	Melissa Niles, CBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Marie Tighe, DBA	Melissa Niles, CBA

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