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, Department Business Manager	Kaye Newberry, Department Chair
2	Updating the Baseline Standards Form.	Linda Guerrero, Department Business Manager	Sara Brown, Executive Director, Business Operations
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Linda Guerrero, Department Business Manager	Khanh Nguyen, Financial Analyst 2
2	Reviewing cost center verifications.	Linda Guerrero, Department Business Manager/ Kaye Newberry/ Department Chair	Khanh Nguyen, Financial Analyst 2
3	Approving cost center verifications.	Kaye Newberry, Department Chair	Khanh Nguyen, Financial Analyst 2
4	Ensuring all cost centers are verified/approved on a timely basis.	Linda Guerrero, Department Business Manager	Kaye Newberry, Department Chair
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Linda Guerrero, Department Business Manager	Andrew Nguyen - Financial Coordinator I
2	Ensuring the validity of travel and expense reimbursements.	Darius Miller, Cecilia Pittman, Linda Guerrero	Terrolyn Gunter, Asst Business Administrator - Finance
3	Ensuring that goods and services are received and that timely payment is made.	Darius Miller, Cecilia Pittman, Linda Guerrero	Terrolyn Gunter, Asst Business Administrator - Finance
4	Ensuring correct account coding on purchases documents.	Darius Miller, Cecilia Pittman, Linda Guerrero	Andrew Nguyen - Financial Coordinator I
5	Primary contact for inquiries to expenditure transactions.	Linda Guerrero, Department Business Manager	Terrolyn Gunter, Asst Business Administrator - Finance
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, Program Manager 1 /Linda Guerrero, Department Business Manager	Alejandra Rodriguez, Asst. Bus. Admin
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Linda Guerrero, Department Business Manager/ Kaye Newberry, Dpartment Chair	Alejandra Rodriguez, Asst. Bus. Admin
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Cecilia Pittman, Program Manager 1 /Linda Guerrero, Department Business Manager	Alejandra Rodriguez, Asst. Bus. Admin
4	Completing termination clearance procedures.	Alejandra Rodriguez, Asst. Bus. Admin	Alejandra Rodriguez, Asst. Bus. Admin
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Linda Guerrero, Department Business Manager	
6	Maintaining departmental Personnel files.	Linda Guerrero, Department Business Manager	Alejandra Rodriguez, Asst. Bus. Admin
7	Ensuring valid authorization of new hires.	Cecilia Pittman, Program Manager 1 /Linda Guerrero, Department Business Manager	Alejandra Rodriguez, Lilia Cana
8	Ensuring valid authorization of changes in compensation rates.	Linda Guerrero, Department Business Manager/ Kaye Newberry, Department Chair	Khanh Nguyen, Financial Analyst 2

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
9	Ensuring the accurate input of changes to the HR System.	Cecilia Pittman, Program Manager 1 /Linda Guerrero, Department Business Manager	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Cecilia Pittman, Program Manager 1 /Linda Guerrero, Department Business Manager	Melissa Niles, College Business Administrator
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.	Andrew Nguyen - Financial Assistant II	Terrolyn Gunter, Asst Business Administrator - Finance
3	Preparing deposits.	Andrew Nguyen - Financial Assistant II	Terrolyn Gunter, Asst Business Administrator - Finance
4	Preparing Journal Entries.	Andrew Nguyen - Financial Assistant II	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.	Terrolyn Gunter, Asst Business Administrator - Finance	Andrew Nguyen - Financial Assistant II
7	Secure deposits via UHDPS to Student Financial Services.	Andrew Nguyen - Financial Assistant II	Terrolyn Gunter, Asst Business Administrator - Finance
8	Ensuring deposits are made timely.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, Business Operations
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	Andrew Nguyen - Financial Assistant II
11	Distribution of Cash Handling Procedures to employees who handle cash.	Terrolyn Gunter, Asst Business Administrator - Finance	Andrew Nguyen - Financial Assistant II
12	Consistent and efficient responses to inquiries.	Linda Guerrero, Department Business Manager	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, Department Business Manager	Terrolyn Gunter, Asst Business Administrator - Finance
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Cecilia Pittman, Program Manager 1	Linda Guerrero, Kaye Newberry

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
2	Ensuring the annual inventory was completed correctly.	Cecilia Pittman, Program Manager 1	Linda Guerrero, Kaye Newberry
3	Tagging equipment.	Cecilia Pittman, Program Manager 1	Linda Guerrero, Kaye Newberry
4	Approving requests for removal of equipment from campus.	Cecilia Pittman, Program Manager 1	Linda Guerrero, Kaye Newberry
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Melissa Niles, College Business Administrator	Sara Brown, Executive Director, Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Linda Guerrero, Department Business Manager/ Lilia Canas, College Academic Affairs Manager	Sara Brown, Executive Director, Business Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Linda Guerrero, Department Business Manager/ Melissa Niles, College Business Administrator	Sara Brown, Executive Director, 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		N/A	
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Linda Guerrero, Department Business Manager, Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Linda Guerrero, Department Business Manager, Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Charles Morgan, Director of Bauer Technology	Hina Khan, Systems Analyst 3
2	Ensuring that critical data back up occurs.	Charles Morgan, Director of Bauer Technology	Hina Khan, Systems Analyst 3
3	Ensuring that procedures such as password controls are followed.	Charles Morgan, Director of Bauer Technology	Hina Khan, Systems Analyst 3
4	Reporting of suspected security violations.	Charles Morgan, Director of Bauer Technology	Hina Khan, Systems Analyst 3