		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.	Francisco Lopez, Department Business Manager	DeAun Ardoin, Purchasing IT Coordinator
2	Updating the Baseline Standards Form.	Francisco Lopez, Department Business Manager	Milissa Niles, College Business Administrator
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College of Business Operations
2	Reviewing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College of Business Operations
3	Approving cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College of Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College of Business Operations
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	DeAun Ardoin, Purchasing IT Coordinator	Francisco Lopez, Department Business Manager
2	Ensuring the validity of travel and expense reimbursements.	Francisco Lopez, Department Business Manager	Francisco Lopez, Department Business Manager
3	Ensuring that goods and services are received and that timely payment is made.	DeAun Ardoin, Purchasing IT Coordinator	Francisco Lopez, Department Business Manager
4	Ensuring correct account coding on purchases documents.	DeAun Ardoin, Purchasing IT Coordinator	Francisco Lopez, Department Business Manager
5	Primary contact for inquiries to expenditure transactions.	Francisco Lopez, Department Business Manager	DeAun Ardoin, Purchasing IT 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.	Francisco Lopez, Department Business Manager	Alejandra Rodriguez, Asst. Bus. Admin
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Francisco Lopez, Department Business Manager	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.	Francisco Lopez, Department Business Manager	Alejandra Rodriguez, Asst. Bus. Admin
4	Completing termination clearance procedures.	Francisco Lopez, Department Business Manager	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College of Business Operations
6	Maintaining departmental Personnel files.	DeAun Ardoin, Purchasing IT Coordinator	Francisco Lopez, Department Business Manager
7	Ensuring valid authorization of new hires.	Francisco Lopez, Department Business Manager	
8	Ensuring valid authorization of changes in compensation rates.	Melissa Niles, College Business Administration	Alejandra Rodriguez, Asst. Bus. Admin
9	Ensuring the accurate input of changes to the HR System.	DeAun Ardoin, Purchasing IT Coordinator	Francisco Lopez, Department Business Manager

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
10	Consistent and efficient responses to inquiries.	DeAun Ardoin, Purchasing IT Coordinator	Francisco Lopez, Department Business Manager
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	Bao Huynh, 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.	Andrew Nguyen - Financial Assistant II	Terrolyn Gunter, Asst Business Administrator - Finance
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.	Francisco Lopez, Department Business Manager	DeAun Ardoin, Purchasing IT Coordinator
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.	Francisco Lopez, Department Business Manager	Terrolyn Gunter, Asst Business Administrator - Finance
12	Consistent and efficient responses to inquiries.	DeAun Ardoin, Purchasing IT Coordinator	Charles Morgan, Director of Bauer Technology
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.	Francisco Lopez, Department Business Manager	Terrolyn Gunter, Asst Business Administrator - Finance
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	DeAun Ardoin, Purchasing IT Coordinator	

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
2	Ensuring the annual inventory was completed correctly.	DeAun Ardoin, Purchasing IT Coordinator	
3	Tagging equipment.	DeAun Ardoin, Purchasing IT Coordinator	
4	Approving requests for removal of equipment from campus.	Melissa Niles, College Business Administration	Sara Brown, Executive Director, College of Business Operations
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Francisco Lopez, Department Business Manager	Melissa Niles, College Business Administrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Francisco Lopez, Department Business Manager	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.	Melissa Niles, College Business Administration	Sara Brown, Executive Director, College of Business Operations
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 2	Sara Brown, Executive Director, College of Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College of Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Charles Morgan, Director of Bauer Technology	Michael Rodriguez, Manager, Coll/Div Info Services
2	Ensuring that critical data back up occurs.	Hina Khan, Systems Analyst 3	Charles Morgan, Director of Bauer Technology
3	Ensuring that procedures such as password controls are followed.	Michael Rodriguez, Manager, Coll/Div Info Services	Hina Khan, Systems Analyst 3
4	Reporting of suspected security violations.	Charles Morgan, Director of Bauer Technology	