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.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
2	Updating the Baseline Standards Form.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	LaWanda Johnson, Financial Analyst 2	
2	Reviewing cost center verifications.	Mae Hurst, Dept Bus Admin	
3	Approving cost center verifications.	Sue Rhodes, Deputy Director, SBDC Network Administration	
4	Ensuring all cost centers are verified/approved on a timely basis.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
2	Ensuring the validity of travel and expense reimbursements.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
3	Ensuring that goods and services are received and that timely payment is made.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
4	Ensuring correct account coding on purchases documents.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
5	Primary contact for inquiries to expenditure transactions.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
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.	Mae Hurst, Dept Bus Admin	LaWanda Johnson, Financial Analyst 2
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Mae Hurst, Dept Bus Admin	LaWanda Johnson, Financial Analyst 2
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Mae Hurst, Dept Bus Admin	Yannisha Donahue, Office Asst 2
4	Completing termination clearance procedures.	Mae Hurst, Dept Bus Admin	LaWanda Johnson, Financial Analyst 2
5	Ensuring terminated employees are no longer charged to departmental cost centers.	LaWanda Johnson, Financial Analyst 2	Mae Hurst, Dept Bus Admin
6	Maintaining departmental Personnel files.	Mae Hurst, Dept Bus Admin	Yannisha Donahue, Office Asst 2
7	Ensuring valid authorization of new hires.	Mae Hurst, Dept Bus Admin	
8	Ensuring valid authorization of changes in compensation rates.	Mae Hurst, Dept Bus Admin	
9	Ensuring the accurate input of changes to the HR System.	Mae Hurst, Dept Bus Admin	

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
10	Consistent and efficient responses to inquiries.	Mae Hurst, Dept Bus Admin	
CASH HANDLING			
1	Collecting cash, checks, etc.	Various individuals-all complete Cash Handling Training	
2	Reconciling cash, checks, etc. to receipts.	Mae Hurst, Dept Bus Admin	Donice Williams, Office Asst 2
3	Preparing deposits.	Yannisha Donahue, Office Asst 2	Bernadette Pittman, Financial Coord 2; Donice Williams, Office Asst 2
4	Preparing Journal Entries.	Yannisha Donahue, Office Asst 2	Bernadette Pittman, Financial Coord 2; Donice Williams, Office Asst 2
5	Verifying deposits posted correctly in the Finance System.	LaWanda Johnson, Financial Analyst 2	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Mae Hurst, Dept Bus Admin	
7	Secure deposits via UHDPS to Student Financial Services.	Yannisha Donahue, Office Asst 2- Cash deposits made at BOA on premises	Bernadette Pittman, Financial Coord 2; Donice Williams, Office Asst 2
8	Ensuring deposits are made timely.	Mae Hurst, Dept Bus Admin	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Mae Hurst, Dept Bus Admin	
10	Updating Cash Handling Procedures as needed.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
11	Distribution of Cash Handling Procedures to employees who handle cash.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
12	Consistent and efficient responses to inquiries.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
PETTY CASH			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than $100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Moe Aung, Microsystems Analyst 2	Catherine Connors, Mgr, College/Div Info Services 2
2	Ensuring the annual inventory was completed correctly.	Catherine Connors, Mgr, College/Div Info Services 2	
3	Tagging equipment.	Moe Aung, Microsystems Analyst 2	Catherine Connors, Mgr, College/Div Info Services 2
4	Approving requests for removal of equipment from campus.	Sue Rhodes, Deputy Director, SBDC Network Administration	Steve Lawrence, Executive Director
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Sue Rhodes, Deputy Director, SBDC Network Administration	Steve Lawrence, Executive Director
2	Billing.	LaWanda Johnson, Financial Analyst 2	Sue Rhodes, Deputy Director, SBDC Network Administration
3	Collection.	LaWanda Johnson, Financial Analyst 2	Sue Rhodes, Deputy Director, SBDC Network Administration
4	Recording.	Various individuals-who receive cash and who have CH training	Sue Rhodes, Deputy Director, SBDC Network Administration
5	Monitoring credit extended.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
6	Approving write-offs.	Sue Rhodes, Deputy Director, SBDC Network Administration	Steve Lawrence, Executive Director
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
2	Ensuring that research expenditures are covered by funds from sponsors.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director, SBDC Network Administration
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Catherine Connors, Mgr, College/Div Info Services 2	Sue Rhodes, Deputy Director, SBDC Network Administration
2	Ensuring that critical data back up occurs.	Catherine Connors, Mgr, College/Div Info Services 2	Sue Rhodes, Deputy Director, SBDC Network Administration
3	Ensuring that procedures such as password controls are followed.	Catherine Connors, Mgr, College/Div Info Services 2	Sue Rhodes, Deputy Director, SBDC Network Administration
4	Reporting of suspected security violations.	Catherine Connors, Mgr, College/Div Info Services 2	Sue Rhodes, Deputy Director, SBDC Network Administration