		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.	Barbara Newsome, Division Administrator	
2	Updating the Baseline Standards Form.	Barbara Newsome, Division Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Frank Sanchez, Dept. Business Administrator	
2	Reviewing cost center verifications.	Barbara Newsome, Division Administrator	
3	Approving cost center verifications.	Barbara Newsome, Division Administrator	
4	Ensuring all cost centers are verified/approved on a timely basis.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Barbara Newsome, Division Administrator	Frank Sanchez, Dept. Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Barbara Newsome, Division Administrator	Frank Sanchez, Dept. Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Toya Butler, Administrative Assistant	Diana Hobbs, Executive Administrative Assistant
4	Ensuring correct account coding on purchases documents.	Diana Hobbs, Executive Administrative Assistant	Barbara Newsome, Division Administrator
		Toya Butler, Administrative Assistant	Barbara Newsome, Division Administrator
5	Primary contact for inquiries to expenditure transactions.	Toya Butler, Administrative Assistant	Diana Hobbs, Executive Administrative Assistant
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.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
4	Completing termination clearance procedures.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
6	Maintaining departmental Personnel files.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
7	Ensuring valid authorization of new hires.	Barbara Newsome, Division Administrator	
8	Ensuring valid authorization of changes in compensation rates.	Barbara Newsome, Division Administrator	
9	Ensuring the accurate input of changes to the HR System.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
10	Consistent and efficient responses to inquiries.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
CASH HANDLING			
1	Collecting cash, checks, etc.	Diana Hobbs, Executive Administrative Assistant	Frank Sanchez, Dept. Business Administrator
		Toya Butler, Administrative Assistant	Frank Sanchez, Dept. Business Administrator
2	Reconciling cash, checks, etc. to receipts.	Frank Sanchez, Asst. Business Administrator	Barbara Newsome, Division Administrator
3	Preparing deposits.	Diana Hobbs, Executive Administrative Assistant	Frank Sanchez, Dept. Business Administrator
		Toya Butler, Administrative Assistant	Frank Sanchez, Dept. Business Administrator

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
4	Preparing Journal Entries.	Diana Hobbs, Executive Administrative Assistant	Frank Sanchez, Dept. Business Administrator
		Toya Butler, Administrative Assistant	Frank Sanchez, Dept. Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
7	Secure deposits via UHDPS to Student Financial Services.	UHPD	
8	Ensuring deposits are made timely.	Diana Hobbs, Executive Administrative Assistant	Barbara Newsome, Division Administrator
		Toya Butler, Administrative Assistant	Barbara Newsome, Division Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Barbara Newsome, Division Administrator	
10	Updating Cash Handling Procedures as needed.	Barbara Newsome, Division Administrator	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Barbara Newsome, Division Administrator	
12	Consistent and efficient responses to inquiries.	Frank Sanchez, Asst. Business Administrator	Barbara Newsome, Division Administrator
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.	Barbara Newsome, Division Administrator	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Frank Sanchez, Dept. Business Administrator	
2	Ensuring the annual inventory was completed correctly.	Frank Sanchez, Dept. Business Administrator	
3	Tagging equipment.	Frank Sanchez, Dept. Business Administrator	
		Jeff Brown, Apple/Mac Specialist	
4	Approving requests for removal of equipment from campus.	AVP Lisa Holdeman	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Barbara Newsome, Division Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Barbara Newsome, Division Administrator	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Frank Sanchez, Dept. Business Administrator	Barbara Newsome, Division Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Jeff Brown, Apple/Mac Specialist	IT
2	Ensuring that critical data back up occurs.	Jeff Brown, Apple/Mac Specialist	IT
3	Ensuring that procedures such as password controls are followed.	Jeff Brown, Apple/Mac Specialist	IT
4	Reporting of suspected security violations.	All Staff	