

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.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
2. Updating the Baseline Standards Form.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1. Preparing cost center verifications.	Miranda McMorris/Financial Analyst	Chi Nguyen/Asst. Dir Bus Oper.
2. Reviewing cost center verifications.	Chi Nguyen/Asst. Dir Bus Oper.	Rubina Haroon/Director Bus Oper.
3. Approving cost center verifications.	Chi Nguyen/Asst. Dir Bus Oper.	Rubina Haroon/Director Bus Oper.
4. Ensuring all cost centers are verified/approved on a timely basis.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1. Ensuring valid authorization of purchase documents.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
2. Ensuring the validity of travel and expense reimbursements.	Ty Hall/Secretary 2 Golda Hallett/Program Coord Lockett/Program Coord Tristan Mathis/Secretary 2 Diane Salazar/Admin Asst Lupita Curiel/Program Coord Adams/Program Coord Martinez/Secretary 2 Vanessa Ashley Belinda	Matthew Santa Cruz/Bus. Services Assistant II
3. Ensuring that goods and services are received and that timely payment is made.	Bac Bai/Office Asst Ty Hall/Secretary 2 Golda Hallett/Program Coord Lockett/Program Coord Tristan Mathis/Secretary 2 Diane Salazar/Admin Asst Lupita Curiel/Program Coord Adams/Program Coord Martinez/Secretary 2 Vanessa Ashley Belinda	
4. Ensuring correct account coding on purchases documents.	Bac Bai/Office Asst Ty Hall/Secretary 2 Golda Hallett/Program Coord Lockett/Program Coord Tristan Mathis/Secretary 2 Diane Salazar/Admin Asst Lupita Curiel/Program Coord Adams/Program Coord Martinez/Secretary 2 Vanessa Ashley Belinda	Elizabeth Egbe/Bus. Services Assistant II
5. Primary contact for inquiries to expenditure transactions.	CBO OFFICE I/rodriguez@uh.edu	
6. Ensuring access and use of P-Cards and T-Cards are secure.	All Card Holders	Rubina Haroon/Director Bus Oper.
7. Ensuring P-Card transactions are adequately documented and benefit the university.	Elizabeth Egbe/Bus. Services Assistant II	Rubina Haroon/Director Bus Oper.
8. Ensuring T-Card transactions are adequately documented and benefit the university.	Matthew Santa Cruz/Bus. Services Assistant II	Rubina Haroon/Director Bus Oper.
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.	Maylin Thunadape/Dept Business Admin	Chi Nguyen/Asst. Dir Bus Oper.
2. Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Maylin Thunadape/Dept Business Admin	Chi Nguyen/Asst. Dir Bus Oper.
3. Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Maylin Thunadape/Dept Business Admin	Chi Nguyen/Asst. Dir Bus Oper.
4. Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Maylin Thunadape/Dept Business Admin	Chi Nguyen/Asst. Dir Bus Oper.
5. Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (bi-weekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls.	Maylin Thunadape/Dept Business Admin	Chi Nguyen/Asst. Dir Bus Oper.
6. Completing termination ePARs within 24 hours of termination.	Maylin Thunadape/Dept Business Admin	Chi Nguyen/Asst. Dir Bus Oper.
7. Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Maylin Thunadape/Dept Business Admin	Chi Nguyen/Asst. Dir Bus Oper.
8. Ensuring terminated employees are no longer charged to departmental cost centers.	Maylin Thunadape/Dept Business Admin	Chi Nguyen/Asst. Dir Bus Oper.
9. Maintaining departmental personnel files.	Maylin Thunadape/Dept Business Admin	Chi Nguyen/Asst. Dir Bus Oper.
10. Consistent and efficient responses to inquiries.	Maylin Thunadape/Dept Business Admin	Chi Nguyen/Asst. Dir Bus Oper.
11. Hire ePARs should be processed at least 1 week prior to start date.	Maylin Thunadape/Dept Business Admin	Chi Nguyen/Asst. Dir Bus Oper.
12. Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Maylin Thunadape/Dept Business Admin	Chi Nguyen/Asst. Dir Bus Oper.

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CASH HANDLING		
1 Collecting cash, checks, etc.	CBO OFFICE	
2 Reconciling cash, checks, etc. to receipts.	Chi Nguyen/Asst. Dir Bus Oper.	Rubina Haroon/Director Bus Oper.
3 Preparing deposits.	Elizabeth Egbe/Bus. Services Assistant II	Mathew Santa Cruz/Bus. Services Assistant II
4 Preparing Journal Entries.	Elizabeth Egbe/Bus. Services Assistant II	Mathew Santa Cruz/Bus. Services Assistant II
5 Verifying deposits posted correctly in the Finance System.	Miranda McMorris/Financial Analyst	Chi Nguyen/Asst. Dir Bus Oper.
6 Adequacy of physical safeguards of cash receipts and equivalent.	Elizabeth Egbe/Bus. Services Assistant II	Chi Nguyen/Asst. Dir Bus Oper.
7 Secure deposits via UHDPIS to Student Financial Services.	Elizabeth Egbe/Bus. Services Assistant II	Chi Nguyen/Asst. Dir Bus Oper.
8 Ensuring deposits are made timely.	Elizabeth Egbe/Bus. Services Assistant II	Chi Nguyen/Asst. Dir Bus Oper.
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
10 Updating Cash Handling Procedures as needed.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
11 Distribution of Cash Handling Procedures to employees who handle cash.	Chi Nguyen/Asst. Dir Bus Oper.	Rubina Haroon/Director Bus Oper.
12 Consistent and efficient responses to inquiries.	Chi Nguyen/Asst. Dir Bus Oper.	Rubina Haroon/Director Bus Oper.
13 Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
14 Ensuring all access and use of credit card information is secure.	All Card Holders	
PETTY CASH/ CHANGE FUNDS		
1 Submitting Annual Reauthorization for Petty Cash Change Funds.	N/A	N/A
2 Preparing petty cash disbursements.	N/A	N/A
3 Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
4 Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
5 Approving petty cash disbursements.	N/A	N/A
6 Replenishing the petty cash fund timely.	N/A	N/A
7 Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
8 Ensuring the change fund is balanced daily, weekly or monthly.	N/A	N/A
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Chi Nguyen/Asst. Dir Bus Oper.	
2 Ensuring the annual inventory was completed correctly.	Chi Nguyen/Asst. Dir Bus Oper.	
3 Tagging equipment.	Chi Nguyen/Asst. Dir Bus Oper.	
4 Approving requests for removal of equipment from campus.	Chi Nguyen/Asst. Dir Bus Oper.	
DISCLOSURE FORMS		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
ACCOUNTS RECEIVABLE		
1 Extending 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.	Rubina Haroon/Director Bus Oper.	Miranda McMorris/Financial Analyst
2 Ensuring that research expenditures are covered by funds from sponsors.	Claire Wetzel/Research Admin	Miranda McMorris/Financial Analyst
DEPARTMENTAL COMPUTING		
1 Management of the departments' information technology resources.	Sheree Pearce/IT Info Serv Manager	Wisam Fahmeiy/US3
2 Ensuring that critical data back up occurs.	Sheree Pearce/IT Info Serv Manager	Wisam Fahmeiy/US3
3 Ensuring that procedures such as password controls are followed.	Sheree Pearce/IT Info Serv Manager	Wisam Fahmeiy/US3
4 Reporting of suspected security violations.	Sheree Pearce/IT Info Serv Manager	Wisam Fahmeiy/US3