Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEdwardURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Edith Torrez, Asst DBA	Selesta Hodge, Exec. Dir, Research Svc.
2	Updating the Baseline Standards Form.	Edith Torrez, Asst DBA	Selesta Hodge, Exec. Dir, Research Svc.
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Mary Carter, Accountant II	
2	Reviewing cost center verifications.	Edith Torrez, Asst DBA	
3	Approving cost center verifications.	Edith Torrez, Asst DBA	Selesta Hodge, Exec. Dir, Research Svc.
4	Ensuring all cost centers are verified/approved on a timely basis.	Edith Torrez, Asst DBA	Selesta Hodge, Exec. Dir, Research Svc.
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Edith Torrez, Asst DBA	
2	Ensuring the validity of travel and expense reimbursements.	Jamie Broussard, Financial Coordinator	Edith Torrez, Asst DBA
3	Ensuring that goods and services are receivd and that timely payment is made.	Jamie Broussard, Financial Coordinator	Mary Carter, Accountant II
4	Ensuring correct account coding on purchases documents.	Jamie Broussard, Financial Coordinator	Mary Carter, Accountant II
5	Primary contact for inquiries to expenditure transactions.	Jamie Broussard, Financial Coordinator	Edith Torrez, Asst DBA
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Edward Sierra, Administrative Assistant	Edith Torrez, Asst DBA
2	Reconciling bi-weekly leave accruals to the HR System.	Edith Torrez, Asst DBA	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Edward Sierra, Administrative Assistant	Edith Torrez, Asst DBA
4	Ensuring all monthly leave is recorded and approved in the HR System.	Edward Sierra, Administrative Assistant	
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Edward Sierra, Administrative Assistant	Edith Torrez, Asst DBA
6	Completing termination clearance procedures.	Edward Sierra, Administrative Assistant	Edith Torrez, Asst DBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Mary Carter, Accountant II	Edith Torrez, Asst DBA
8	Paycheck distribution.	Edith Torrez, Asst DBA	
9	Maintaining departmental Personnel files.	Edith Torrez, Asst DBA	
10	Ensuring valid authorization of new hires.	Edith Torrez, Asst DBA	
11	Ensuring valid authorization of changes in compensation rates.	Selesta Hodge, Exec. Dir, Research Svc.	
12	Ensuring the accurate input of changes to the HR System.	Edith Torrez, Asst DBA	
13	Propriety of leave account classification on time records.	Edward Sierra, Administrative Assistant	Edith Torrez, Asst DBA
14	Consistent and efficient responses to inquiries.	Edith Torrez, DBA	
CASH HANDLING			
1	Collecting cash, checks, etc.	Jamie Broussard, Financial Coordinator	Mary Carter, Financial Coordinator

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
2	Reconciling cash, checks, etc. to receipts.	Mary Carter, Accountant II	
3	Preparing deposits.	Jamie Broussard, Financial Coordinator	Mary Carter, Accountant II
4	Preparing Journal Entries.	Jamie Broussard, Financial Coordinator	Mary Carter, Accountant II
5	Verifying deposits posted correctly in the Finance System.	Mary Carter, Accountant II	Edith Torrez, Asst DBA
6	Adequacy of physical safeguards.	Edith Torrez, Asst DBA	Selesta Hodge, Exec. Dir, Research Svc.
7	Transporting deposits to Student Financial Services.	Jamie Broussard, Financial Coordinator	
8	Ensuring deposits are made timely.	Jamie Broussard, Financial Coordinator	Edith Torrez, Asst DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Edith Torrez, Asst DBA	Selesta Hodge, Exec. Dir, Research Svc.
10	Updating Cash Handling Procedures as needed.	Edith Torrez, Asst DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Edith Torrez, Asst DBA	
12	Consistent and efficient responses to inquiries.	Edith Torrez, Asst DBA	
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than $100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balancEdward after each disbursement.	N/A	
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	Edith Torrez, Asst DBA	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Edith Torrez, Asst DBA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Selesta Hodge, Exec. Dir, Research Svc.	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Edward Sierra, Administrative Assistant	
2	Ensuring the annual inventory was completEdward correctly.	Edward Sierra, Administrative Assistant	
3	Tagging equipment.	Edward Sierra, Administrative Assistant	
4	Approving requests for removal of equipment from campus.	Selesta Hodge, Exec. Dir, Research Svc.	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Selesta Hodge, Exec. Dir, Research Svc.	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Selesta Hodge, Exec. Dir, Research Svc.	

Submitted:

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Selesta Hodge, Exec. Dir, Research Svc.	
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			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Edith Torrez, Asst DBA	Selesta Hodge, Exec. Dir, Research Svc.
2	Ensuring that research expenditures are covered by funds from sponsors.	Edith Torrez, Asst DBA	Selesta Hodge, Exec. Dir, Research Svc.
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Nancy Ward, Direcor of Research Information Center	
2	Ensuring that critical data back up occurs.	Nancy Ward, Direcor of Research Information Center	
3	Ensuring that procedures such as password controls are followed.	Nancy Ward, Direcor of Research Information Center	
4	Reporting of suspected security violations.	Nancy Ward, Direcor of Research Information Center	