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.	David McMullen (DBA)	Susan Geesey (Fin Coor 2)
2	Updating the Baseline Standards Form.	David McMullen (DBA)	Susan Geesey (Fin Coor 2)
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Susan Geesey (Fin Coor 2)	David McMullen (DBA)
2	Reviewing cost center verifications.	David McMullen (DBA)	Tammy Maugans (DBA, DOR)
3	Approving cost center verifications.	Barbara Chapman (Director)	David McMullen (DBA)
4	Ensuring all cost centers are verified/approved on a timely basis.	David McMullen (DBA)	Susan Geesey (Fin Coor 2)
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Sandra Johnson (Fin Coor 1)	David McMullen (DBA)
2	Ensuring the validity of travel and expense reimbursements.	Sandra Johnson (Fin Coor 1)	David McMullen (DBA)
3	Ensuring that goods and services are received and that timely payment is made.	Sandra Johnson (Fin Coor 1)	David McMullen (DBA)
4	Ensuring correct account coding on purchases documents.	Sandra Johnson (Fin Coor 1)	David McMullen (DBA)
5	Primary contact for inquiries to expenditure transactions.	Sandra Johnson (Fin Coor 1)	David McMullen (DBA)
PAYROLL / HUMAN RESOURCES			David McMullen (DBA)
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.	Linsey Ho (Fin Coor 1)	David McMullen (DBA)
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Linsey Ho (Fin Coor 1)	David McMullen (DBA)
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Linsey Ho (Fin Coor 1)	David McMullen (DBA)
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Linsey Ho (Fin Coor 1)	David McMullen (DBA)
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls.	Linsey Ho (Fin Coor 1)	David McMullen (DBA)
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Linsey Ho (Fin Coor 1)	David McMullen (DBA)
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Linsey Ho (Fin Coor 1)	David McMullen (DBA)
8	Maintaining departmental personnel files.	Linsey Ho (Fin Coor 1)	David McMullen (DBA)
9	Consistent and efficient responses to inquiries.	Linsey Ho (Fin Coor 1)	David McMullen (DBA)
10	Hire ePAR's should be processed at least 1 week prior to start date.	Linsey Ho (Fin Coor 1)	David McMullen (DBA)
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Linsey Ho (Fin Coor 1)	David McMullen (DBA)

Submitted:

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		Primary (Required)	Secondary (Optional)
	CASH HANDLING		
1	Collecting cash, checks, etc.	Susan Geesey (Fin Coor 2)	David McMullen (DBA)
2	Reconciling cash, checks, etc. to receipts.	Susan Geesey (Fin Coor 2)	David McMullen (DBA)
3	Preparing deposits.	Susan Geesey (Fin Coor 2)	David McMullen (DBA)
4	Preparing Journal Entries.	Susan Geesey (Fin Coor 2)	David McMullen (DBA)
5	Verifying deposits posted correctly in the Finance System.	David McMullen (DBA)	Susan Geesey (Fin Coor 2)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Susan Geesey (Fin Coor 2)	David McMullen (DBA)
7	Secure deposits via UHDPS to Student Financial Services.	Susan Geesey (Fin Coor 2)	David McMullen (DBA)
8	Ensuring deposits are made timely.	Susan Geesey (Fin Coor 2)	David McMullen (DBA)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Susan Geesey (Fin Coor 2)	David McMullen (DBA)
10	Updating Cash Handling Procedures as needed.	Susan Geesey (Fin Coor 2)	David McMullen (DBA)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Susan Geesey (Fin Coor 2)	David McMullen (DBA)
12	Consistent and efficient responses to inquiries.	Susan Geesey (Fin Coor 2)	David McMullen (DBA)
	PETTY CASH		
1	Preparing petty cash disbursements.	NA	NA
2	Ensuring petty cash disbursements are not for more than $100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
	CONTRACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Sandra Johnson (Fin Coor 1)	David McMullen (DBA)
	PROPERTY MANAGEMENT		
1	Performing the annual inventory.	David McMullen (DBA)	TBD
2	Ensuring the annual inventory was completed correctly.	David McMullen (DBA)	TBD
3	Tagging equipment.	David McMullen (DBA)	TBD
4	Approving requests for removal of equipment from campus.	David McMullen (DBA)	TBD
	DISCLOSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Linsey Ho (Fin Coor 1)	David McMullen (DBA)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Linsey Ho (Fin Coor 1)	David McMullen (DBA)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Linsey Ho (Fin Coor 1)	David McMullen (DBA)

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	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
	ACCOUNTS RECEIVABLE		
1	Extending of credit.	NA	NA
2	Billing.	NA	NA
3	Collection.	NA	NA
4	Recording.	NA	NA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	NA	NA
	NEGATIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	David McMullen (DBA)	Tammy Maugans (DBA, DOR)
2	Ensuring that research expenditures are covered by funds from sponsors.	David McMullen (DBA)	Tammy Maugans (DBA, DOR)
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Tony Curtis (Researcher 4)	Barbara Chapman (Director)
2	Ensuring that critical data back up occurs.	Tony Curtis (Researcher 4)	Barbara Chapman (Director)
3	Ensuring that procedures such as password controls are followed.	Tony Curtis (Researcher 4)	Barbara Chapman (Director)
4	Reporting of suspected security violations.	Tony Curtis (Researcher 4)	Barbara Chapman (Director)

Submitted: