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.	Tammy Maugans, DBA	Pam Muscarello, DA
2	Updating the Baseline Standards Form.	Tammy Maugans, DBA	Pam Muscarello, DA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Nabeel Shafi, Accountant II Natashia Craft, Asst DBA	Tammy Maugans, DBA
2	Reviewing cost center verifications.	Nabeel Shafi, Accountant II Natashia Craft, Asst DBA	Tammy Maugans, DBA
3	Approving cost center verifications.	Tammy Maugans, DBA	Pam Muscarello, DA
4	Ensuring all cost centers are verified/approved on a timely basis.	Nabeel Shafi, Accountant II Natashia Craft, Asst DBA	Tammy Maugans, DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Tammy Maugans, DBA	Pam Muscarello, DA
2	Ensuring the validity of travel and expense reimbursements.	Tammy Maugans, DBA	Pam Muscarello, DA
3	Ensuring that goods and services are received and that timely payment is made.	Tammy Maugans, DBA	Pam Muscarello, DA
4	Ensuring correct account coding on purchases documents.	Tammy Maugans, DBA	Pam Muscarello, DA
5	Primary contact for inquiries to expenditure transactions.	Tammy Maugans, DBA	Pam Muscarello, DA
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.	Natashia Craft, Asst DBA	Tammy Maugans, DBA
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Natashia Craft, Asst DBA	Tammy Maugans, DBA
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Natashia Craft, Asst DBA	Tammy Maugans, DBA
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Natashia Craft, Asst DBA	Tammy Maugans, 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	Natashia Craft, Asst DBA	Tammy Maugans, DBA
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Natashia Craft, Asst DBA	Tammy Maugans, DBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Natashia Craft, Asst DBA	Tammy Maugans, DBA
8	Maintaining departmental personnel files.	Natashia Craft, Asst DBA	Tammy Maugans, DBA
9	Consistent and efficient responses to inquiries.	Natashia Craft, Asst DBA	Tammy Maugans, DBA
10	Hire ePAR's should be processed at least 1 week prior to start date.	Natashia Craft, Asst DBA	Tammy Maugans, DBA
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Natashia Craft, Asst DBA	Tammy Maugans, DBA

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
	CASH HANDLING		
1	Collecting cash, checks, etc.	Jaime Broussard, Financial Coordinator	Nabeel Shafi, Accountant II
2	Reconciling cash, checks, etc. to receipts.	Jaime Broussard, Financial Coordinator	Tammy Maugans, DBA
3	Preparing deposits.	Jaime Broussard, Financial Coordinator	Nabeel Shafi, Accountant II
4	Preparing Journal Entries.	Jaime Broussard, Financial Coordinator	Nabeel Shafi, Accountant II
5	Verifying deposits posted correctly in the Finance System.	Jaime Broussard, Financial Coordinator	Nabeel Shafi, Accountant II
6	Adequacy of physical safeguards of cash receipts and equivalent.	Tammy Maugans, DBA	Pam Muscarello, DA
7	Secure deposits via UHDPS to Student Financial Services.	Jaime Broussard, Financial Coordinator	Nabeel Shafi, Accountant II
8	Ensuring deposits are made timely.	Jaime Broussard, Financial Coordinator	Nabeel Shafi, Accountant II
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Natashia Craft, Asst DBA	Tammy Maugans, DBA
10	Updating Cash Handling Procedures as needed.	Jaime Broussard, Financial Coordinator	Tammy Maugans, DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Tammy Maugans, DBA	Pam Muscarello, DA
12	Consistent and efficient responses to inquiries.	Jaime Broussard, Financial Coordinator	Tammy Maugans, DBA
	PETTY CASH		
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than $100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
	CONTRACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Tammy Maugans, DBA	Pam Muscarello, DA
	PROPERTY MANAGEMENT		
1	Performing the annual inventory.	Edward Sierra, Admin Asst	
2	Ensuring the annual inventory was completed correctly.	Edward Sierra, Admin Asst	
3	Tagging equipment.	Edward Sierra, Admin Asst	
4	Approving requests for removal of equipment from campus.	Cristina Milligan, Interim AVP of Research Admin	Pam Muscarello, DA
	DISCLOSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Tammy Maugans, DBA	Pam Muscarello, DA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Tammy Maugans, DBA	Pam Muscarello, DA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Tammy Maugans, DBA	Pam Muscarello, DA

Submitted:

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
	ACCOUNTS RECEIVABLE		
1	Extending of 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.	Tammy Maugans, DBA	Pam Muscarello, DA
2	Ensuring that research expenditures are covered by funds from sponsors.	Tammy Maugans, DBA	Pam Muscarello, DA
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Yash Pancal, Application Dev 4	Cristina Milligan, Interim AVP of Research Admin
2	Ensuring that critical data back up occurs.	Yash Pancal, Application Dev 4	Cristina Milligan, Interim AVP of Research Admin
3	Ensuring that procedures such as password controls are followed.	Yash Pancal, Application Dev 4	Cristina Milligan, Interim AVP of Research Admin
4	Reporting of suspected security violations.	Yash Pancal, Application Dev 4	Cristina Milligan, Interim AVP of Research Admin