		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE			
1	Ensuring the Departmental Policy and Procedures manual is current.	Elyse Davis - DBA	Don Waterman - Associate Director for Administration
2	Updating the Baseline Standards Form.	Elyse Davis - DBA	Don Waterman - Associate Director for Administration
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	DeSandra Torbor - Accountant 2	Elyse Davis - DBA
2	Reviewing cost center verifications.	Elyse Davis - DBA	Don Waterman - Associate Director for Administration
3	Approving cost center verifications.	Elyse Davis - DBA	Don Waterman - Associate Director for Administration
4	Ensuring all cost centers are verified/approved on a timely basis.	Elyse Davis - DBA	Don Waterman - Associate Director for Administration
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Helen Espinoza - Financial Coord. 2 Bernadette Williams - Financial Coord. 1 Charmaine Escobido - Financial Asst. 2	Elyse Davis - DBA
2	Ensuring the validity of travel and expense reimbursements.	Helen Espinoza - Financial Coord. 2 Bernadette Williams - Financial Coord. 1 Charmaine Escobido - Financial Asst. 2	Elyse Davis - DBA
3	Ensuring that goods and services are received and that timely payment is made.	Helen Espinoza - Financial Coord. 2 Bernadette Williams - Financial Coord. 1 Charmaine Escobido - Financial Asst. 2	Elyse Davis - DBA
4	Ensuring correct account coding on purchases documents.	Helen Espinoza - Financial Coord. 2 Bernadette Williams - Financial Coord. 1 Charmaine Escobido - Financial Asst. 2	Elyse Davis - DBA
5	Primary contact for inquiries to expenditure transactions.	DeSandra Torbor - Accountant 2	Elyse Davis - DBA
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.	Bernadette Williams - Financial Coord. 1	DeSandra Torbor - Accountant 2
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Bernadette Williams - Financial Coord. 1	DeSandra Torbor - Accountant 2
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Bernadette Williams - Financial Coord. 1	DeSandra Torbor - Accountant 2
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Bernadette Williams - Financial Coord. 1	Elyse Davis - 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.	Bernadette Williams - Financial Coord. 1	DeSandra Torbor - Accountant 2
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Helen Espinoza - Financial Coord. 2 Bernadette Williams - Financial Coord. 1 Charmaine Escobido - Financial Asst. 2	Elyse Davis - DBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	DeSandra Torbor - Accountant 2	Elyse Davis - DBA
8	Maintaining departmental personnel files.	Helen Espinoza - Financial Coord. 2 Bernadette Williams - Financial Coord. 1 Charmaine Escobido - Financial Asst. 2	Elyse Davis - DBA
9	Consistent and efficient responses to inquiries.	Elyse Davis - DBA	Don Waterman - Associate Director for Administration
10	Hire ePAR's should be processed at least 1 week prior to start date.	Helen Espinoza - Financial Coord. 2 Bernadette Williams - Financial Coord. 1 Charmaine Escobido - Financial Asst. 2	Elyse Davis - DBA
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Helen Espinoza - Financial Coord. 2 Bernadette Williams - Financial Coord. 1 Charmaine Escobido - Financial Asst. 2	Elyse Davis - DBA

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.	Charmaine Escobido - Financial Asst. 2	Bernadette Williams - Financial Coord 1
2	Reconciling cash, checks, etc. to receipts.	DeSandra Torbor - Accountant 2	Elyse Davis - DBA
3	Preparing deposits.	Helen Espinoza - Financial Coord. 2	Charmaine Escobido - Financial Asst. 2
4	Preparing Journal Entries.	Helen Espinoza - Financial Coord. 2	Charmaine Escobido - Financial Asst. 2
5	Verifying deposits posted correctly in the Finance System.	DeSandra Torbor - Accountant 2	Elyse Davis - DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Elyse Davis - DBA	Don Waterman - Associate Director for Administration
7	Secure deposits via UHDPS to Student Financial Services.	UHPD	
8	Ensuring deposits are made timely.	Elyse Davis - DBA	Don Waterman - Associate Director for Administration
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Elyse Davis - DBA	Don Waterman - Associate Director for Administration
10	Updating Cash Handling Procedures as needed.	Elyse Davis - DBA	Don Waterman - Associate Director for Administration
11	Distribution of Cash Handling Procedures to employees who handle cash.	Elyse Davis - DBA	Don Waterman - Associate Director for Administration
12	Consistent and efficient responses to inquiries.	Elyse Davis - DBA	DeSandra Torbor - Accountant 2
PETTY CASH		NA	
1	Preparing petty cash disbursements.		
2	Ensuring petty cash disbursements are not for more than $100.		
3	Ensuring petty cash disbursements are made for only authorized purposes.		
4	Approving petty cash disbursements.		
5	Replenishing the petty cash fund timely.		
6	Ensuring the petty cash fund is balanced after each disbursement.		
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Elyse Davis - DBA	Don Waterman - Associate Director for Administration
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Helen Espinoza - Financial Coord. 2	Elyse Davis - DBA
2	Ensuring the annual inventory was completed correctly.	Helen Espinoza - Financial Coord. 2	Elyse Davis - DBA
3	Tagging equipment.	Helen Espinoza - Financial Coord. 2	Elyse Davis - DBA
4	Approving requests for removal of equipment from campus.	Helen Espinoza - Financial Coord. 2	Elyse Davis - DBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Elyse Davis - DBA	Don Waterman - Associate Director for Administration
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Elyse Davis - DBA	Don Waterman - Associate Director for Administration
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Elyse Davis - DBA	Don Waterman - Associate Director for Administration

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	Helen Espinoza - Financial Coord 2	Elyse Davis - DBA
3	Collection.	Helen Espinoza - Financial Coord 2	Elyse Davis - DBA
4	Recording.	Helen Espinoza - Financial Coord 2	Elyse Davis - DBA
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.	Elyse Davis - DBA	Don Waterman - Associate Director for Administration
2	Ensuring that research expenditures are covered by funds from sponsors.	Elyse Davis - DBA	Don Waterman - Associate Director for Administration
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Brion Jacobs - Web Developer 3	NSM
2	Ensuring that critical data back up occurs.	Brion Jacobs - Web Developer 3	NSM
3	Ensuring that procedures such as password controls are followed.	Brion Jacobs - Web Developer 3	NSM
4	Reporting of suspected security violations.	Brion Jacobs - Web Developer 3	NSM