Description of Responsibility		Responsible Person(s) (Name/Title)	
		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.	Bernadette Williams, 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, ABA Ileana Perez, Financial Asst 2 Patrick Mitchell, Financial Asst 2	Elyse Davis, DBA
2	Ensuring the validity of travel and expense reimbursements.	Helen Espinoza, ABA Ileana Perez, Financial Asst 2 Patrick Mitchell, Financial Asst 2	Elyse Davis, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Helen Espinoza, ABA Ileana Perez, Financial Asst 2 Patrick Mitchell, Financial Asst 2	Elyse Davis, DBA
4	Ensuring correct account coding on purchases documents.	Helen Espinoza, ABA Ileana Perez, Financial Asst 2 Patrick Mitchell, Financial Asst 2	Elyse Davis, DBA
5	Primary contact for inquiries to expenditure transactions.	Bernadette Williams, Accountant 2	Elyse Davis, DBA
6	Ensuring access and use of P-Cards and T-Cards are secure.	Elyse Davis, DBA	Don Waterman, Associate Director for Administration
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Ileana Perez, Financial Asst 2	Elyse Davis, DBA
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Patrick Mitchell, Financial Asst 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.	Helen Espinoza, ABA	Elyse Davis, DBA
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Helen Espinoza, ABA	Elyse Davis, DBA
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Helen Espinoza, ABA	Elyse Davis, DBA
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Helen Espinoza, ABA	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.	Helen Espinoza, ABA	Elyse Davis, DBA
6	Completing termination ePAR's within 24 hours of termination.	Helen Espinoza, ABA Ileana Perez, Financial Asst 2 Patrick Mitchell, Financial Asst 2	Elyse Davis, DBA

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
7	Verifying that the eTerminatiion Checklist is completed by all required departments no more than two weeks after termination.	Helen Espinoza, ABA Ileana Perez, Financial Asst 2 Patrick Mitchell, Financial Asst 2	Elyse Davis, DBA
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Bernadette Williams, Accountant 2	Elyse Davis, DBA
9	Maintaining departmental personnel files.	Helen Espinoza, ABA Ileana Perez, Financial Asst 2 Patrick Mitchell, Financial Asst 2	Elyse Davis, DBA
10	Consistent and efficient responses to inquiries.	Elyse Davis, DBA	Don Waterman, Associate Director for Administration
11	Hire ePAR's should be processed at least 1 week prior to start date.	Helen Espinoza, ABA Ileana Perez, Financial Asst 2 Patrick Mitchell, Financial Asst 2	Elyse Davis, DBA
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Elyse Davis, DBA	Don Waterman, Associate Director for Administration
CASH HANDLING			
1	Collecting cash, checks, etc.	Ileana Perez, Financial Asst 2	Patrick Mitchell, Financial Asst 2
2	Reconciling cash, checks, etc. to receipts.	Bernadette Williams, Accountant 2	Elyse Davis, DBA
3	Preparing deposits.	Helen Espinoza, ABA	Ileana Perez, Financial Asst 2
4	Preparing Journal Entries.	Helen Espinoza, ABA	Ileana Perez, Financial Asst 2
5	Verifying deposits posted correctly in the Finance System.	Bernadette Williams, 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.	NA	NA
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	Don Waterman, Associate Director for Administration
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	NA	NA
14	Ensuring all access and use of credit card information is secure.	NA	NA
PETTY CASH / CHANGE FUNDS			
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	NA	
2	Preparing petty cash disbursements.	NA	
3	Ensuring petty cash disbursements are not for more than $100.	NA	
4	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
5	Approving petty cash disbursements.	NA	
6	Replenishing the petty cash fund timely.	NA	
7	Ensuring the petty cash fund is balanced after each disbursement.	NA	
8	Ensuring the change fund is balanced daily, weekly or monthly.	NA	
CONTRACT ADMINISTRATION			

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
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, ABA	Elyse Davis, DBA
2	Ensuring the annual inventory was completed correctly.	Helen Espinoza, ABA	Elyse Davis, DBA
3	Tagging equipment.	Helen Espinoza, ABA	Elyse Davis, DBA
4	Approving requests for removal of equipment from campus.	Helen Espinoza, ABA	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
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	Helen Espinoza, ABA	Elyse Davis, DBA
3	Collection.	Helen Espinoza, ABA	Elyse Davis, DBA
4	Recording.	Helen Espinoza, ABA	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