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.	Gil Lizalde / DBA	Georgeann Smith / Director, Business Services
2	Updating the Baseline Standards Form.	Gil Lizalde / DBA	Georgeann Smith / Director, Business Services
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Chris Herrin/Fin Coord II, Candy Littleton/Asst. DBA	
2	Reviewing cost center verifications.	Gil Lizalde / DBA	Georgeann Smith / Director, Business Services
3	Approving cost center verifications.	Designated Cost Center Managers	
4	Ensuring all cost centers are verified/approved on a timely basis.	Gil Lizalde / DBA	Chris Herrin/Fin Coord II, Candy Littleton/Asst. DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Designated Cost Center Managers	Gil Lizalde/DBA
2	Ensuring the validity of travel and expense reimbursements.	Chris Herrin/Fin Coord II, Candy Littleton/Asst. DBA, Jackie Burkes/Fin Coord II, Vicky Henderson/Fin Coord II, Celeste Fuentes/Fin Coord I	Gil Lizalde/DBA
3	Ensuring that goods and services are received and that timely payment is made.	Chris Herrin/Fin Coord II, Candy Littleton/Asst. DBA, Jackie Burkes/Fin Coord II, Vicky Henderson/Fin Coord II, Celeste Fuentes/Fin Coord I	Gil Lizalde/DBA
4	Ensuring correct account coding on purchases documents.	Chris Herrin/Fin Coord II, Candy Littleton/Asst. DBA, Jackie Burkes/Fin Coord II, Vicky Henderson/Fin Coord II, Celeste Fuentes/Fin Coord I	Gil Lizalde/DBA
5	Primary contact for inquiries to expenditure transactions.	Chris Herrin/Fin Coord II, Candy Littleton/Asst. DBA, Jackie Burkes/Fin Coord II, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord I.	Gil Lizalde/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.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord I, Gil Lizalde/DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord I, Gil Lizalde/DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord I, Gil Lizalde/DBA
4	Completing termination clearance procedures.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord I, Gil Lizalde/DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord I, Gil Lizalde/DBA
6	Maintaining departmental Personnel files.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord I, Gil Lizalde/DBA
7	Ensuring valid authorization of new hires.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord I, Gil Lizalde/DBA
8	Ensuring valid authorization of changes in compensation rates.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord I, Gil Lizalde/DBA
9	Ensuring the accurate input of changes to the HR System.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord I, Gil Lizalde/DBA
10	Consistent and efficient responses to inquiries.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord I, Gil Lizalde/DBA

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.	T. Mohwinkel/Spv. Games Room, Alicia Garcia-Valero/Coordinator, Cathy Mahaffey-Cozine/Reservationists, Chris Herrin/ Financial Cord. II, Candy Litttleon/Asst. DBA, Vicky Henderson/Asst. DBA, Angela Allen/Exec. Sec., Shenae Champ/Office Coord., Zuleyma Garcia/Office Coord., Michele Tyree/Office Coord , Leona Davis/Office Coord and various student Assts.	Gil Lizalde/DBA
2	Reconciling cash, checks, etc. to receipts.	T. Mohwinkel/Spv. Games Room, Alicia Garcia-Valero/Coordinator, Cathy Mahaffey-Cozine/Reservationists, Chris Herrin/ Financial Cord. II, Candy Litttleon/Asst. DBA, Vicky Henderson/Asst. DBA, Angela Allen/Exec. Sec., Shenae Champ/Office Coord., Zuleyma Garcia/Office Coord., Michele Tyree/Office Coord , Leona Davis/Office Coord and various student Assts.	Gil Lizalde/DBA
3	Preparing deposits.	T. Mohwinkel/Spv. Games Room, Alicia Garcia-Valero/Coordinator, Cathy Mahaffey-Cozine/Reservationists, Chris Herrin/ Financial Cord. II, Candy Litttleon/Asst. DBA, Vicky Henderson/Asst. DBA, Angela Allen/Exec. Sec., Shenae Champ/Office Coord., Zuleyma Garcia/Office Coord., Michele Tyree/Office Coord , Leona Davis/Office Coord and various student Assts.	Gil Lizalde/DBA
4	Preparing Journal Entries.	Chris Herrin/Fin Coord II, Candy Littleton/Asst. DBA	Gil Lizalde/DBA
5	Verifying deposits posted correctly in the Finance System.	Chris Herrin/Fin Coord II, Candy Littleton/Asst. DBA	Gil Lizalde/DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Chris Herrin/Fin Coord II, Candy Littleton/Asst. DBA	Gil Lizalde/DBA
7	Secure deposits via UHDPS to Student Financial Services.	Chris Herrin/Fin Coord II, Candy Littleton/Asst. DBA	Gil Lizalde/DBA
8	Ensuring deposits are made timely.	Chris Herrin/Fin Coord II, Candy Littleton/Asst. DBA	Gil Lizalde/DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Chris Herrin/Fin Coord II, Candy Littleton/Asst. DBA	Department supervisors and Gil Lizalde/DBA
10	Updating Cash Handling Procedures as needed.	Chris Herrin/Fin Coord II, Candy Littleton/Asst. DBA	Change fund custodians
11	Distribution of Cash Handling Procedures to employees who handle cash.	Department Supervisors and/or Managers of Cash Handling	Chris Herrin/Fin Coord II, Candy Littleton/Asst. DBA
12	Consistent and efficient responses to inquiries.	All members of the business services team.	Gil Lizalde/DBA
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
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 balanced after each disbursement.	N/A	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Keith T. Kowalka / Assistant VP of Student Affairs - Student Life	Gil Lizalde/DBA and the Business Services contracts team
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	DSAES IT and Designated Department Property Custodian	
2	Ensuring the annual inventory was completed correctly.	DSAES IT and Designated Department Property Custodian	
3	Tagging equipment.	DSAES IT and Designated Department Property Custodian	
4	Approving requests for removal of equipment from campus.	Devi Bala / Executive Diretor, Assistant VP Business Services	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Keith T. Kowalka / Assistant VP of Student Affairs - Student Life, Vicky Henderson / Asst. DBA	Gil Lizalde/DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Keith T. Kowalka / Assistant VP of Student Affairs - Student Life, Vicky Henderson / Asst. DBA	Gil Lizalde/DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Keith T. Kowalka / Assistant VP of Student Affairs - Student Life, Vicky Henderson / Asst. DBA	Gil Lizalde/DBA
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.	Chris Herrin/Fin Coord II, Candy Littleton/Asst. DBA	Gil Lizalde/DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Chris Herrin/Fin Coord II, Candy Littleton/Asst. DBA	Gil Lizalde/DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	DSAES IT	UIT
2	Ensuring that critical data back up occurs.	DSAES IT	UIT
3	Ensuring that procedures such as password controls are followed.	DSAES IT	UIT

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
4	Reporting of suspected security violations.	All staff members	DSAES IT / UIT
FOR DEPARTMENT LISTED BELOW:			
H0224	**Center for Student Involvement**	**Chris Herrin/Candy Littleton**	**Gil Lizalde/DBA**
H0226	**Center for Student Media**	**Candy Littleton/Chris Herrin**	**Gil Lizalde/DBA**
H0227	**Student Centers**	**Chris Herrin/Candy Littleton**	**Gil Lizalde/DBA**
H0229	**Childrens' Learnding Center**	**Chris Herrin/Candy Littleton**	**Gil Lizalde/DBA**
H0232	**A.D. Bruce Religion Center**	**Candy Littleton/Chris Herrin**	**Gil Lizalde/DBA**
H0553	**Center for Fraternity and Sorority Life**	**Chris Herrin/Candy Littleton**	**Gil Lizalde/DBA**
H0616	**DSAES IT**	**Chris Herrin/Candy Littleton**	**Gil Lizalde/DBA**
H0677	**LGBTQ Resource Center**	**Candy Littleton/Chris Herrin**	**Gil Lizalde/DBA**
H0573	**Center for Diversity and Inclusion**	**Candy Littleton/Chris Herrin**	**Gil Lizalde/DBA**