		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	NA - College Business Manual is maintained through the Dean's	
2	Updating the Baseline Standards Form.	Jose Martinez, Department Business Administrator	Neil Eldin, Department Chair
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Student Worker	
2	Reviewing cost center verifications.	Jose Martinez, Department Business Administrator	Neil Eldin, Department Chair
3	Approving cost center verifications.	Neil Eldin, Department Chair or PI	Neil Eldin, Department Chair
4	Ensuring all cost centers are verified/approved on a timely basis.	Jose Martinez, Department Business Administrator	Neil Eldin, Department Chair
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Jose Martinez, Department Business Administrator	Talia Alaniz, Financial Assist. 1; Jennifer Green, Office Coordinator
2	Ensuring the validity of travel and expense reimbursements.	Jose Martinez, Department Business Administrator	Talia Alaniz, Financial Assist. 1; Jennifer Green, Office Coordinator
3	Ensuring that goods and services are received and that timely payment is made.	Jose Martinez, Department Business Administrator	Talia Alaniz, Financial Assist. 1; Jennifer Green, Office Coordinator
4	Ensuring correct account coding on purchases documents.	Talia Alaniz, Financial Assist. 1; Jennifer Green, Office	Jose Martinez, Department Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Talia Alaniz, Financial Assist. 1; Jennifer Green, Office	Jose Martinez, Department Business Administrator
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.	Jennifer Green, Office Coordinator	Jose Martinez, Department Business Administrator
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Jennifer Green, Office Coordinator	Jose Martinez, Department Business Administrator
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Jennifer Green, Office Coordinator	Jose Martinez, Department Business Administrator
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Jennifer Green, Office Coordinator	Jose Martinez, Department Business Administrator
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	Jennifer Green, Office Coordinator	Jose Martinez, Department Business Administrator
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Jennifer Green, Office Coordinator	Jose Martinez, Department Business Administrator
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Jennifer Green, Office Coordinator	Jose Martinez, Department Business Administrator
8	Maintaining departmental personnel files.	Jennifer Green, Office Coordinator	Jose Martinez, Department Business Administrator
9	Consistent and efficient responses to inquiries.	Jennifer Green, Office Coordinator	Jose Martinez, Department Business Administrator
10	Hire ePAR's should be processed at least 1 week prior to start date.	Jennifer Green, Office Coordinator	Jose Martinez, Department Business Administrator
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Jennifer Green, Office Coordinator	Jose Martinez, Department Business Administrator

Submitted:

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		Primary (Required)	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.	Jennifer Green, Office Coordinator	Jose Martinez, Department Business Administrator
2	Reconciling cash, checks, etc. to receipts.	Talia Alaniz, Financial Assist. 1	Jose Martinez, Department Business Administrator
3	Preparing deposits.	Talia Alaniz, Financial Assist. 2	Jose Martinez, Department Business Administrator
4	Preparing Journal Entries.	Talia Alaniz, Financial Assist. 3	Jose Martinez, Department Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Talia Alaniz, Financial Assist. 4	Jose Martinez, Department Business Administrator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Talia Alaniz, Financial Assist. 5	Jose Martinez, Department Business Administrator
7	Secure deposits via UHDPS to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Talia Alaniz, Financial Assist. 5	Jose Martinez, Department Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Jose Martinez, Department Business Administrator	Zagui Paredes, Director Business Operations
10	Updating Cash Handling Procedures as needed.	Zagui Paredes, Director Business Operations	Jose Martinez, Department Business Administrator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Zagui Paredes, Director Business Operations	Jose Martinez, Department Business Administrator
12	Consistent and efficient responses to inquiries.	Talia Alaniz, Financial Assist. 1; Jennifer Green, Office	Jose Martinez, Department Business Administrator
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	
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.	Jose Martinez, Department Business Administrator	Neil Eldin, Department Chair
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Nancy Sanger, Office Coordinator	Zagui Paredes, Director Business Operations
2	Ensuring the annual inventory was completed correctly.	Nancy Sanger, Office Coordinator	Zagui Paredes, Director Business Operations
3	Tagging equipment.	Nancy Sanger, Office Coordinator	COT IT Staff
4	Approving requests for removal of equipment from campus.	Fred Lewallen, Associate Dean	Zagui Paredes, Director Business Operations
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Amy Jones, Research Administrator	Zagui Paredes, Director Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Amy Jones, Research Administrator	Zagui Paredes, Director Business Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Amy Jones, Research Administrator	Zagui Paredes, Director Business Operations

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
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.	Zagui Paredes, Director Business Operations	
2	Ensuring that research expenditures are covered by funds from sponsors.	Zagui Paredes, Director Business Operations	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Tom Jones, Manager Information Systems	Fred Lewallen, Assoc, Dean
2	Ensuring that critical data back up occurs.	Tom Jones, Manager Information Systems	Fred Lewallen, Assoc, Dean
3	Ensuring that procedures such as password controls are followed.	Tom Jones, Manager Information Systems	Fred Lewallen, Assoc, Dean
4	Reporting of suspected security violations.	Tom Jones, Manager Information Systems	Fred Lewallen, Assoc, Dean