

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES &			
1	Ensuring the Departmental Policy and Procedures manual is current.	Craig Ness, Executive Director	Theresa Caldwell, Academic Affairs Administrator
2	Updating the Department Responsibility Matrix.	Theresa Caldwell, Academic Affairs Administrator	Craig Ness, Executive Director
FINANCIAL REPORTING - COST CENTER			
1	Preparing cost center verifications.	Tuyet Nguyen, Accountant 2	Lori Rosko, Accounting Asst.
2	Reviewing cost center verifications.	Marco Mariotto, Dean	Theresa Caldwell, Academic Affairs Administrator
3	Approving cost center verifications.	Marco Mariotto, Dean	Theresa Caldwell, Academic Affairs Administrator
4	Ensuring all cost centers are verified on a timely basis.	Tuyet Nguyen, Accountant 2	Theresa Caldwell, Academic Affairs Administrator
FINANCIAL REPORTING - EXPENDITURE			
1	Ensuring valid authorization of purchase documents.	Paul Roch, Department Administrator	
2	Ensuring the validity of travel and expense reimbursements.	Paul Roch, Department Administrator	
3	Ensuring that goods and services are received and that timely payment is made.	Brenda Robles, Project Manager	
4	Ensuring correct account coding on purchases documents.	Brenda Robles, Project Manager	Paul Roch, Department Administrator
5	Primary contact for inquiries to expenditure transactions.	Brenda Robles, Project Manager	Paul Roch, Department Administrator
PAYROLL / HUMAN RESOURCES			
1	Reconciling leave records to time and effort reports.	Delores Haynes, Payroll Coordinator	Paul Roch, Department Administrator
2	Reconciling leave accruals to the payroll system.	Delores Haynes, Payroll Coordinator	Paul Roch, Department Administrator
3	Ensuring all time and effort reports are submitted to Payroll.	Delores Haynes, Payroll Coordinator	Paul Roch, Department Administrator
4	Reconciling time and effort reports to check registers.	Brenda Robles, Project Manager	Paul Roch, Department Administrator
5	Completing termination clearance procedures.	Brenda Robles, Project Manager	Paul Roch, Department Administrator
6	Ensuring terminated employees are no longer charged to departmental cost centers.	Paul Roch, Department Administrator	Tuyet Nguyen, Accountant 2
7	Paycheck distribution.	Tommie Trevino, Administrative Coordinator	Delores Haynes, Dept. HR/Payroll Coordinator
8	Maintaining departmental Personnel files	Yolizma Zapata, Assistant to the Dean	Theresa Caldwell, Academic Affairs Administrator
9	Ensuring valid authorization of new hires.	Theresa Caldwell, Academic Affairs Administrator	
10	Ensuring valid authorization of changes in compensation rates.	Craig Ness, Executive Director	Theresa Caldwell, Academic Affairs Administrator
11	Ensuring the accurate input of changes to the payroll system.	Paul Roch, Department Administrator	
12	Propriety of leave account classification on time records.	Brenda Robles, Project Manager	Paul Roch, Department Administrator

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13	Consistent and efficient responses to inquiries.	Paul Roch, Department Administrator	Theresa Caldwell, Academic Affairs Administrator
CASH HANDLING			
1	Collecting cash, checks, etc.	N/A	
2	Reconciling cash, checks, etc. to receipts.	N/A	
3	Preparing deposits.	N/A	
4	Preparing Journal Entries.	N/A	
5	Verifying deposits to the financial system.	N/A	
6	Adequacy of physical safeguards.	N/A	
7	Transporting deposits to Student Financial Services.	N/A	
8	Ensuring deposits are made timely.	N/A	
9	Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	N/A	Theresa Caldwell, Academic Affairs Administrator
10	Consistent and efficient responses to inquiries.	N/A	Theresa Caldwell, Academic Affairs Administrator
LONG DISTANCE / CELL PHONE CHARGES			
1	Forwarding employees long distance and cell phone charge reports.	Tuyet Nguyen, Accountant 2	
2	Ensuring employees review their long distance and/or cell phone charge reports.	Yolizma Zapata, Assistant to the Dean	Tuyet Nguyen, Accountant 2
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Yolizma Zapata, Assistant to the Dean	Tuyet Nguyen, Accountant 2
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures	Paul Roch, Department Administrator	Theresa Caldwell, Academic Affairs Administrator
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Brenda Robles, Project Manager	
2	Ensuring the annual inventory was completed correctly.	Yolizma Zapata, Assistant to the Dean	
3	Tagging equipment.	Brenda Robles, Project Manager	
4	Approving requests for removal of equipment from campus.	Brenda Robles, Project Manager	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	Craig Ness, Executive Director	Theresa Caldwell, Academic Affairs Administrator
2	Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	Craig Ness, Executive Director	Theresa Caldwell, Academic Affairs Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	Craig Ness, Executive Director	Theresa Caldwell, Academic Affairs Administrator
NEGATIVE BALANCES			

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1	Ensuring that all fund groups have positive fund equity at year-end.	Tuyet Nguyen, Accountant 2	Theresa Caldwell, Academic Affairs Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Ed Jones, User Svcs Spec; Patrick McNeil, User Svcs Spec	
2	Ensuring that critical data back up occurs.	Ed Jones, User Svcs Spec; Patrick McNeil, User Svcs Spec	
3	Ensuring that procedures such as password controls are followed.	Ed Jones, User Svcs Spec; Patrick McNeil, User Svcs Spec	
4	Reporting of suspected security violations.	Ed Jones, User Svcs Spec; Patrick McNeil, User Svcs Spec	
PROVOST FUNDING COMMITMENTS			
1	Process request per Provost directive.	Tuyet Nguyen, Accountant; Paul Roch, Dept. Administrator	Theresa Caldwell, Academic Affairs Administrator