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.	Olga Litvinova (DBA)	Dr. Suzanne Kieffer (Director)
2	Updating the Baseline Standards Form.	Dr. Suzanne Kieffer (Director)	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Olga Litvinova (DBA)	
2	Reviewing cost center verifications.	Olga Litvinova (DBA)	
3	Approving cost center verifications.	Olga Litvinova (DBA)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Olga Litvinova (DBA)	Dr. Suzanne Kieffer (Director)
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Olga Litvinova (DBA)	Dr. Suzanne Kieffer (Director)
2	Ensuring the validity of travel and expense reimbursements.	Sharon Terrell (Financial Coor.), and Amy Aragon (Admin Asst)	Olga Litvnova (DBA)
3	Ensuring that goods and services are received and that timely payment is made.	Sharon Terrell (Financial Coor.)	Olga Litvnova (DBA)
4	Ensuring correct account coding on purchases documents.	Sharon Terrell (Financial Coor.)	Olga Litvnova (DBA)
5	Primary contact for inquiries to expenditure transactions.	Sharon Terrell (Financial Coor.)	Olga Litvnova (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.	Caroline Watkins (Asst DBA)	Olga Litvnova (DBA)
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Caroline Watkins (Asst DBA)	Olga Litvnova (DBA)
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Caroline Watkins (Asst DBA)	Olga Litvnova (DBA)
4	Completing termination clearance procedures.	Caroline Watkins (Asst DBA)	Dr. Suzanne Kieffer (Director)
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Olga Litvinova (DBA)	
6	Maintaining departmental Personnel files.	Caroline Watkins (Asst DBA)	Olga Litvnova (DBA)
7	Ensuring valid authorization of new hires.	Dr. Suzanne Kieffer (Director)	Olga Litvnova (DBA)
8	Ensuring valid authorization of changes in compensation rates.	Olga Litvinova (DBA)	Dr. Suzanne Kieffer (Director)
9	Ensuring the accurate input of changes to the HR System.	Olga Litvinova (DBA)	
10	Consistent and efficient responses to inquiries.	Olga Litvinova (DBA)	Dr. Suzanne Kieffer (Director)

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

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	Amy Petesch (Program Mgr)	
3	Collection.	Amy Petesch (Program Mgr)	
4	Recording.	Amy Petesch (Program Mgr)	
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.	Olga Litvinova (DBA)	
2	Ensuring that research expenditures are covered by funds from sponsors.	Olga Litvinova (DBA)	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Alex Botti (Microsystems Analyst)	
2	Ensuring that critical data back up occurs.	Alex Botti (Microsystems Analyst)	
3	Ensuring that procedures such as password controls are followed.	Alex Botti (Microsystems Analyst)	
4	Reporting of suspected security violations.	Alex Botti (Microsystems Analyst)	