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

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
10	Consistent and efficient responses to inquiries.	Devianee Vasanjee-DBA	NA
CASH HANDLING			
1	Collecting cash, checks, etc.	Admin Coord	Devianee Vasanjee-DBA
2	Reconciling cash, checks, etc. to receipts.	Admin Coord	Devianee Vasanjee-DBA
3	Preparing deposits.	Admin Coord	Devianee Vasanjee-DBA
4	Preparing Journal Entries.	Admin Coord	Devianee Vasanjee-DBA
5	Verifying deposits posted correctly in the Finance System.	Admin Coord	Devianee Vasanjee-DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Admin Coord	Devianee Vasanjee-DBA
7	Secure deposits via UHDPS to Student Financial Services.	Admin Coord	Devianee Vasanjee-DBA
8	Ensuring deposits are made timely.	Admin Coord	Devianee Vasanjee-DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Devianee Vasanjee-DBA	NA
10	Updating Cash Handling Procedures as needed.	Devianee Vasanjee-DBA	NA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Devianee Vasanjee-DBA	NA
12	Consistent and efficient responses to inquiries.	Devianee Vasanjee-DBA	Jessica Hicks
PETTY CASH			
1	Preparing petty cash disbursements.	NA	NA
2	Ensuring petty cash disbursements are not for more than $100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Devianee Vasanjee-DBA	NA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Admin Coord	NA

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
2	Ensuring the annual inventory was completed correctly.	Devianee Vasanjee-DBA	NA
3	Tagging equipment.	Admin Coord	NA
4	Approving requests for removal of equipment from campus.	Devianee Vasanjee-DBA	NA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Devianee Vasanjee-DBA	NA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Devianee Vasanjee-DBA	NA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Division of Research	Devianee Vasanjee-DBA
ACCOUNTS RECEIVABLE		NA	NA
1	Extending of credit.	NA	NA
2	Billing.	NA	NA
3	Collection.	NA	NA
4	Recording.	NA	NA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	NA	NA
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Devianee Vasanjee-DBA	NA
2	Ensuring that research expenditures are covered by funds from sponsors.	Devianee Vasanjee-DBA	NA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Vu Le -Information Technology	Frank Houston-College Div
2	Ensuring that critical data back up occurs.	Vu Le -Information Technology	Frank Houston-College Div
3	Ensuring that procedures such as password controls are followed.	Vu Le -Information Technology	Frank Houston-College Div
4	Reporting of suspected security violations.	Devianee Vasanjee-DBA	NA