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.	Barbara M. Murray, DBA	
2	Updating the Baseline Standards Form.	Barbara M. Murray, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Kimberly Jordan, Fin. Coord.	
2	Reviewing cost center verifications.	Barbara M. Murray, DBA	
3	Approving cost center verifications.	Barbara M. Murray, DBA	PI where applicable
4	Ensuring all cost centers are verified/approved on a timely basis.	Barbara M. Murray, DBA	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Chris Pedraza, Fin. Asst.	
2	Ensuring the validity of travel and expense reimbursements.	Linda Robinson, Admin. Coord.	Brenda Stevens, Exec. Secy
3	Ensuring that goods and services are received and that timely payment is made.	Chris Pedraza, Fin. Asst.	
4	Ensuring correct account coding on purchases documents.	Chris Pedraza, Fin. Asst.	
5	Primary contact for inquiries to expenditure transactions.	Chris Pedraza, Fin. Asst.	
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Anh Nash, Office Asst.	
2	Reconciling bi-weekly leave accruals to the HR System.	Anh Nash, Office Asst.	Jackie Baum, Prog. Coord.
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Anh Nash, Office Asst.	
4	Ensuring all monthly leave is recorded and approved in the HR System.	Linda Robinson, Admin. Coord.	Barbara M. Murray, DBA
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Chris Pedraza, Fin. Asst.	
6	Completing termination clearance procedures.	Linda Robinson, Admin. Coord.	Chris Pedraza, Fin. Asst.
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Chris Pedraza, Fin. Asst.	Anh Nash, Office Asst.
8	Paycheck distribution.	N/A	
9	Maintaining departmental Personnel files.	Linda Robinson, Admin. Coord.	Barbara M. Murray, DBA
10	Ensuring valid authorization of new hires.	Chris Pedraza, Fin. Asst.	Linda Robinson, Admin. Coord.
11	Ensuring valid authorization of changes in compensation rates.	Linda Robinson, Admin. Coord.	Chris Pedraza, Fin. Asst.
12	Ensuring the accurate input of changes to the HR System.	Linda Robinson, Admin. Coord.	Chris Pedraza, Fin. Asst.
13	Propriety of leave account classification on time records.	Linda Robinson, Admin. Coord.	Chris Pedraza, Fin. Asst.
14	Consistent and efficient responses to inquiries.	Linda Robinson, Admin. Coord.	Chris Pedraza, Fin. Asst.
CASH HANDLING			

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
1	Collecting cash, checks, etc.	Anh Nash, Office Asst.	
2	Reconciling cash, checks, etc. to receipts.	Jackie Baum, Prog. Coord.	
3	Preparing deposits.	Elizabeth Faig, Acad. Advising Asst.	
4	Preparing Journal Entries.	Anh Nash, Office Asst.	Chris Pedraza, Fin. Asst.
5	Verifying deposits posted correctly in the Finance System.	Kimberly Jordan, Fin. Coord.	
6	Adequacy of physical safeguards.	Anh Nash, Office Asst.	
7	Transporting deposits to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Anh Nash, Office Asst.	Chris Pedraza, Fin. Asst.
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Barbara M. Murray, DBA	
10	Updating Cash Handling Procedures as needed.	Barbara M. Murray, DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Barbara M. Murray, DBA	
12	Consistent and efficient responses to inquiries.	Anh Nash, Office Asst.	Chris Pedraza, Fin. Asst.
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	
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	Anh Nash, Office Asst.	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Anh Nash, Office Asst.	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Barbara M. Murray, DBA	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Linda Robinson, Admin. Coord.	
2	Ensuring the annual inventory was completed correctly.	Linda Robinson, Admin. Coord.	
3	Tagging equipment.	Linda Robinson, Admin. Coord.	Chris Pedraza, Fin. Asst.
4	Approving requests for removal of equipment from campus.	Linda Robinson, Admin. Coord.	
DISCLOSURE FORMS			

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Barbara M. Murray, DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Barbara M. Murray, DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Barbara M. Murray, 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.	Kimberly Jordan, Fin. Coord.	Barbara M. Murray, DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Kimberly Jordan, Fin. Coord.	Barbara M. Murray, DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Babu Sundaram, Sys. Admin.	Tom Cumpian, LAN Admin.
2	Ensuring that critical data back up occurs.	Babu Sundaram, Sys. Admin.	
3	Ensuring that procedures such as password controls are followed.	Babu Sundaram, Sys. Admin.	Laura Miller, Microsystems Analyst
4	Reporting of suspected security violations.	Babu Sundaram, Sys. Admin.	Tom Cumpian, LAN Admin. Laura Miller, Micro. Analyst