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.	Bill Kersten, Executive Director, Provost Business Office	Use Business Managers Survival Guide; MAPP; supplemented as needed
2	Updating the Baseline Standards Form.	Chimyra McKelvey, Department Business Administrator	Bradley Eanes, Department Business Administrator
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Vivianne Do, Senior Financial Analyst	
2	Reviewing cost center verifications.	Student Workers	
3	Approving cost center verifications.	Chimyra McKelvey, Department Business Administrator	
4	Ensuring all cost centers are verified/approved on a timely basis.	Vivianne Do, Senior Financial Analyst	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Chimyra McKelvey, Department Business Administrator	Bradley Eanes, Department Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Chimyra McKelvey, Department Business Administrator	Bradley Eanes, Department Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Chimyra McKelvey, Department Business Administrator	Bradley Eanes, Department Business Administrator
4	Ensuring correct account coding on purchases documents.	Chimyra McKelvey, Department Business Administrator	Bradley Eanes, Department Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Chimyra McKelvey, Department Business Administrator	Bradley Eanes, 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.	Sabrina George, Department Business Administrator	Bradley Eanes, Department Business Administrator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Vanessa Torres, Department Business Administrator	Bradley Eanes, Department Business Administrator
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Sabrina George, Department Business Administrator	Bradley Eanes, Department Business Administrator
4	Completing termination clearance procedures.	Sabrina George, Department Business Administrator	Bradley Eanes, Department Business Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Vivianne Do, Senior Financial Analyst	Bradley Eanes, Department Business Administrator
6	Maintaining departmental Personnel files.	Chimyra McKelvey, Department Business Administrator	Bradley Eanes, Department Business Administrator
7	Ensuring valid authorization of new hires.	Chimyra McKelvey, Department Business Administrator	Bradley Eanes, Department Business Administrator
8	Ensuring valid authorization of changes in compensation rates.	Chimyra McKelvey, Department Business Administrator	Bradley Eanes, Department Business Administrator
9	Ensuring the accurate input of changes to the HR System.	Chimyra McKelvey, Department Business Administrator	Bradley Eanes, Department Business Administrator
10	Consistent and efficient responses to inquiries.	Chimyra McKelvey, Department Business Administrator	Bradley Eanes, Department Business Administrator

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
	CASH HANDLING		
1	Collecting cash, checks, etc.	N/A	N/A
2	Reconciling cash, checks, etc. to receipts.	N/A	N/A
3	Preparing deposits.	N/A	N/A
4	Preparing Journal Entries.	N/A	N/A
5	Verifying deposits posted correctly in the Finance System.	N/A	N/A
6	Adequacy of physical safeguards of cash receipts and equivalent.	N/A	N/A
7	Secure deposits via UHDPS to Student Financial Services.	N/A	N/A
8	Ensuring deposits are made timely.	N/A	N/A
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	N/A	N/A
10	Updating Cash Handling Procedures as needed.	N/A	N/A
11	Distribution of Cash Handling Procedures to employees who handle cash.	N/A	N/A
12	Consistent and efficient responses to inquiries.	N/A	N/A
	PETTY CASH		
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than $100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
	CONTRACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Chimyra McKelvey, Department Business Administrator	Bradley Eanes, Department Business Administrator
	PROPERTY MANAGEMENT		
1	Performing the annual inventory.	Glenn Booker, User Services Specialist 1	David Carter, Web Developer 3
2	Ensuring the annual inventory was completed correctly.	Glenn Booker, User Services Specialist 1	David Carter, Web Developer 3
3	Tagging equipment.	Glenn Booker, User Services Specialist 1	David Carter, Web Developer 3
4	Approving requests for removal of equipment from campus.	Glenn Booker, User Services Specialist 1	David Carter, Web Developer 3
	DISCLOSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Bill Kersten, Executive Director, Provost Business Office	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Bill Kersten, Executive Director, Provost Business Office	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	

| | Description of Responsibility | Responsible Person(s) (Name/Title) | |
		Primary (Required)	Secondary (Optional)
	ACCOUNTS RECEIVABLE		
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
	NEGATIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Chimyra McKelvey, Department Business Administrator	Bill Kersten, Executive Director, Provost Business Office
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	David Carter, Web Developer 3	Glenn Booker, User Services Specialist 1
2	Ensuring that critical data back up occurs.	David Carter, Web Developer 3	Glenn Booker, User Services Specialist 1
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	David Carter, Web Developer 3	Glenn Booker, User Services Specialist 1