	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.	Gail Turner - Department Business Administrator	Chi Nguyen - Director of Business Operations
2	Updating the Baseline Standards Form.	Gail Turner - Department Business Administrator	Chi Nguyen - Director of Business Operations
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Sylvia Hartley - Office Coordinator	Gail Turner - Department Business Administrator
2	Reviewing cost center verifications.	Gail Turner - Department Business Administrator	Chi Nguyen - Director of Business Operations
3	Approving cost center verifications.	Gail Turner - Department Business Administrator	Chi Nguyen - Director of Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Gail Turner - Department Business Administrator	Chi Nguyen - Director of Business Operations
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Gail Turner - Department Business Administrator	Chi Nguyen - Director of Business Operations
2	Ensuring the validity of travel and expense reimbursements.	Gail Turner - Department Business Administrator	Chi Nguyen - Director of Business Operations
3	Ensuring that goods and services are received and that timely payment is made.	Gail Turner - Department Business Administrator	Chi Nguyen - Director of Business Operations
4	Ensuring correct account coding on purchases documents.	Gail Turner - Department Business Administrator	Chi Nguyen - Director of Business Operations
5	Primary contact for inquiries to expenditure transactions.	Gail Turner - Department Business Administrator	Chi Nguyen - Director of Business Operations
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.	Sylvia Hartley - Office Coordinator	Gail Turner - Department Business Administrator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Sylvia Hartley - Office Coordinator	Gail Turner - 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.	Sylvia Hartley - Office Coordinator	Gail Turner - Department Business Administrator
4	Completing termination clearance procedures.	Sylvia Hartley - Office Coordinator	Gail Turner - Department Business Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Sylvia Hartley - Office Coordinator	Gail Turner - Department Business Administrator
6	Maintaining departmental Personnel files.	Sylvia Hartley - Office Coordinator	Gail Turner - Department Business Administrator
7	Ensuring valid authorization of new hires.	Gail Turner - Department Business Administrator	Chi Nguyen - Director of Business Operations
8	Ensuring valid authorization of changes in compensation rates.	Gail Turner - Department Business Administrator	Chi Nguyen - Director of Business Operations
9	Ensuring the accurate input of changes to the HR System.	Gail Turner - Department Business Administrator	Chi Nguyen - Director of Business Operations
10	Consistent and efficient responses to inquiries.	Gail Turner - Department Business Administrator	Chi Nguyen - Director of Business Operations

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.	Sylvia Hartley - Office Coordinator	Angie Calvert-Jarmon - Office Coordinator
2	Reconciling cash, checks, etc. to receipts.	Sylvia Hartley - Office Coordinator	Angie Calvert-Jarmon - Office Coordinator
3	Preparing deposits.	Sylvia Hartley - Office Coordinator	Angie Calvert-Jarmon - Office Coordinator
4	Preparing Journal Entries.	Sylvia Hartley - Office Coordinator	Angie Calvert-Jarmon - Office Coordinator
5	Verifying deposits posted correctly in the Finance System.	Sylvia Hartley - Office Coordinator	Angie Calvert-Jarmon - Office Coordinator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Gail Turner - Department Business Administrator	Chi Nguyen - Director of Business Operations
7	Secure deposits via UHDPS to Student Financial Services.	NA	NA
8	Ensuring deposits are made timely.	Sylvia Hartley - Office Coordinator	Angie Calvert-Jarmon - Office Coordinator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Gail Turner - Department Business Administrator	Chi Nguyen - Director of Business Operations
10	Updating Cash Handling Procedures as needed.	Gail Turner - Department Business Administrator	Chi Nguyen - Director of Business Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	Gail Turner - Department Business Administrator	Chi Nguyen - Director of Business Operations
12	Consistent and efficient responses to inquiries.	Gail Turner - Department Business Administrator	Chi Nguyen - Director of Business Operations
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.	Gail Turner - Department Business Administrator	Chi Nguyen - Director of Business Operations
PROPERTY MANAGEMENT			John Mckee - Mgr, UH System Ctr Tech Services.
1	Performing the annual inventory.	John Mckee - Mgr, UH System Ctr Tech Services.	
2	Ensuring the annual inventory was completed correctly.	John Mckee - Mgr, UH System Ctr Tech Services.	
3	Tagging equipment.	John Mckee - Mgr, UH System Ctr Tech Services.	
4	Approving requests for removal of equipment from campus.	John Mckee - Mgr, UH System Ctr Tech Services.	Chi Nguyen - Director of Business Operations
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.	Chi Nguyen - Director of Business Operations	Gail Turner - Department Business Administrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Chi Nguyen - Director of Business Operations	Gail Turner - Department Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	NA
ACCOUNTS RECEIVABLE			
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.	Gail Turner - Department Business Administrator	Chi Nguyen - Director of Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	NA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Amit Patel - Mgr, Asst, User Srvc Support	John Mckee - Mgr, UH System Ctr Tech Services.
2	Ensuring that critical data back up occurs.	Mark Roskey - Analyst, Systems 2	John Mckee - Mgr, UH System Ctr Tech Services.
3	Ensuring that procedures such as password controls are followed.	Mark Roskey - Analyst, Systems 2	John Mckee - Mgr, UH System Ctr Tech Services.
4	Reporting of suspected security violations.	Mark Roskey - Analyst, Systems 2	John Mckee - Mgr, UH System Ctr Tech Services.