	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.	Hisham Talib, Department Business Administrator	Michelle Poullard, Director of Academic Operations
2	Updating the Baseline Standards Form.	Hisham Talib, Department Business Administrator	Sara Brown, Executive Director of College Business Operations
	FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst II	Sara Brown, Executive Director of College Business Operations
2	Reviewing cost center verifications.	Hisham Talib, Department Business Administrator	Sara Brown, Executive Director of College Business Operations
3	Approving cost center verifications.	Michelle Poullard, Director of Academic Operations	Sara Brown, Executive Director of College Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Sara Brown, Executive Director of College Business Operations	Latha Ramchand, Dean
	FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Hisham Talib, Department Business Administrator	Terrolyn Gunter, Assistant Business Administrator of Finance
2	Ensuring the validity of travel and expense reimbursements.	Tanya Green, Office Coordinator	Hisham Talib, Department Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Hisham Talib, Department Business Administrator	Tanya Green, Office Coordinator
4	Ensuring correct account coding on purchases documents.	Hisham Talib, Department Business Administrator	Terrolyn Gunter, Assistant Business Administrator of Finance
5	Primary contact for inquiries to expenditure transactions.	Hisham Talib, Department Business Administrator	Terrolyn Gunter, Assistant Business Administrator of Finance
	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.	Hisham Talib, Department Business Administrator	Alejandra Rodriguez, Assistant Business Administrator of Finance
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Hisham Talib, Department Business Administrator	Alejandra Rodriguez, Assistant Business Administrator of Finance
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Hisham Talib, Department Business Administrator	Alejandra Rodriguez, Assistant Business Administrator of Finance
4	Completing termination clearance procedures.	Hisham Talib, Department Business Administrator	Alejandra Rodriguez, Assistant Business Administrator of Finance
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Hisham Talib, Department Business Administrator	Khanh Nguyen, Financial Analyst II
6	Maintaining departmental Personnel files.	Hisham Talib, Department Business Administrator	Melissa Niles, College Business Administrator
7	Ensuring valid authorization of new hires.	Hisham Talib, Department Business Administrator	Alejandra Rodriguez, Assistant Business Administrator of Finance/Melissa Niles, College Business Administrator
8	Ensuring valid authorization of changes in compensation rates.	Hisham Talib, Department Business Administrator	Melissa Niles, College Business Administrator
9	Ensuring the accurate input of changes to the HR System.	Hisham Talib, Department Business Administrator	Alejandra Rodriguez, Assistant Business Administrator of Finance
10	Consistent and efficient responses to inquiries.	Hisham Talib, Department Business Administrator	Melissa Niles, College Business Administrator

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		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Tanya Green, Office Coordinator	Terrolyn Gunter, Assistant Business Administrator of Finance
2	Reconciling cash, checks, etc. to receipts.	Hisham Talib, Department Business Administrator	Terrolyn Gunter, Assistant Business Administrator of Finance
3	Preparing deposits.	Hisham Talib, Department Business Administrator	Terrolyn Gunter, Assistant Business Administrator of Finance
4	Preparing Journal Entries.	Hisham Talib, Department Business Administrator	Terrolyn Gunter, Assistant Business Administrator of Finance
5	Verifying deposits posted correctly in the Finance System.	Hisham Talib, Department Business Administrator	Terrolyn Gunter, Assistant Business Administrator of Finance
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.	Hisham Talib, Department Business Administrator	Terrolyn Gunter, Assistant Business Administrator of Finance
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Hisham Talib, Department Business Administrator/Michelle Poullard, Director of Academic Operations	Terrolyn Gunter, Assistant Business Administrator of Finance
10	Updating Cash Handling Procedures as needed.	Hisham Talib, Department Business Administrator	Terrolyn Gunter, Assistant Business Administrator of Finance
11	Distribution of Cash Handling Procedures to employees who handle cash.	Hisham Talib, Department Business Administrator	Michelle Poullard, Director of Academic Operations
12	Consistent and efficient responses to inquiries.	Hisham Talib, Department Business Administrator	Terrolyn Gunter, Assistant Business Administrator of Finance
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.	Hisham Talib, Department Business Administrator	Terrolyn Gunter, Assistant Business Administrator of Finance
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Tanya Green, Office Coordinator	Hisham Talib, Department Business Administrator
2	Ensuring the annual inventory was completed correctly.	Tanya Green, Office Coordinator	Hisham Talib, Department Business Administrator
3	Tagging equipment.	Tanya Green, Office Coordinator	Hisham Talib, Department Business Administrator
4	Approving requests for removal of equipment from campus.	Michelle Poullard, Director of Academic Operations	Melissa Niles, College Business Administrator
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Michelle Poullard, Director of Academic Operations	Terrolyn Gunter, Assistant Business Administrator of Finance
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Melissa Niles, College Business Administrator	Melissa Niles, College Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Melissa Niles, College Business Administrator	Melissa Niles, College Business Administrator

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
	ACCOUNTS RECEIVABLE		
1	Extending of credit.	N/A	N/A
2	Billing.	Hisham Talib, Department Business Administrator	Michelle Poullard, Director of Academic Operations
3	Collection.	Hisham Talib, Department Business Administrator	Michelle Poullard, Director of Academic Operations
4	Recording.	Hisham Talib, Department Business Administartor	Michelle Poullard, Director of Academic Operations
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.	Khanh Nguyen, Financial Analyst II	Sara Brown, Executive Director of College Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Analyst II	Sara Brown, Executive Director of College Business Operations
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Peter Truong, Network Control Manager	Thomas J. George, Sr. Associate Dean for Faculty Affairs
2	Ensuring that critical data back up occurs.	Peter Truong, Network Control Manager	Thomas J. George, Sr. Associate Dean for Faculty Affairs
3	Ensuring that procedures such as password controls are followed.	Peter Truong, Network Control Manager	Thomas J. George, Sr. Associate Dean for Faculty Affairs
4	Reporting of suspected security violations.	Peter Truong, Network Control Manager	Thomas J. George, Sr. Associate Dean for Faculty Affairs