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

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Amy Tran, Administrative Coordinator	Terrolyn Gunter, Asst Business Administrator
2	Reconciling cash, checks, etc. to receipts.	Amy Tran, Administrative Coordinator	Terrolyn Gunter, Asst Business Administrator
3	Preparing deposits.	Amy Tran, Administrative Coordinator	Terrolyn Gunter, Asst Business Administrator
4	Preparing Journal Entries.	Amy Tran, Administrative Coordinator	Terrolyn Gunter, Asst Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Amy Tran, Administrative Coordinator	Terrolyn Gunter, Asst Business Administrator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Amy Tran, Administrative Coordinator	Terrolyn Gunter, Asst Business Administrator
7	Secure deposits via UHDPS to Student Financial Services.	Terrolyn Gunter, Asst. Business Administrator	Sara Brown, Executive Director, Business Operations
8	Ensuring deposits are made timely.	Amy Tran, Administrative Coordinator	Terrolyn Gunter, Asst Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator
10	Updating Cash Handling Procedures as needed.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator
12	Consistent and efficient responses to inquiries.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator
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.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Amy Tran, Administrative Coordinator	Kathy Dominguez, Dept. Business Administrator
2	Ensuring the annual inventory was completed correctly.	Kathy Dominguez, Dept Business Administrator	Frank Kelley, Associate Dean
3	Tagging equipment.	Amy Tran, Administrative Coordinator	Kathy Dominguez, Dept. Business Administrator
4	Approving requests for removal of equipment from campus.	Frank Kelley, Associate Dean	Sara Brown, Executive Director, Business Operations
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Terrolyn Gunter, Asst. Business Administrator	Sara Brown, Executive Director, Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Melissa Niles, College Business Administrator	Sara Brown, Executive Director, Business Operations
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	Sara Brown, Executive Director, Business Operations

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**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.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Peter Truong, Mgr. Network Control	Thomas George, Sr. Associate Dean for Faculty Affairs
2	Ensuring that critical data back up occurs.	Peter Truong, Mgr. Network Control	Thomas George, Sr. Associate Dean for Faculty Affairs
3	Ensuring that procedures such as password controls are followed.	Peter Truong, Mgr. Network Control	Thomas George, Sr. Associate Dean for Faculty Affairs
4	Reporting of suspected security violations.	Peter Truong, Mgr. Network Control	Thomas George, Sr. Associate Dean for Faculty Affairs