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

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
2	Reconciling cash, checks, etc. to receipts.	Terrolyn Gunter, Asst Business Administrator - Finance	
3	Preparing deposits.	Terrolyn Gunter, Asst Business Administrator - Finance	
4	Preparing Journal Entries.	Terrolyn Gunter, Asst Business Administrator - Finance	
5	Verifying deposits posted correctly in the Finance System.	Khanh Nguyen, Financial Analyst 2	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Terrolyn Gunter, Asst Business Administrator - Finance	
7	Secure deposits via UHDPS to Student Financial Services.	Terrolyn Gunter, Asst Business Administrator - Finance	
8	Ensuring deposits are made timely.	Terrolyn Gunter, Asst Business Administrator - Finance	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	LaToya Brannon, Program Director, Decision and Information Sciences	
10	Updating Cash Handling Procedures as needed.	Terrolyn Gunter, Asst Business Administrator - Finance	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Terrolyn Gunter, Asst Business Administrator - Finance	
12	Consistent and efficient responses to inquiries.	Terrolyn Gunter, Asst Business Administrator - Finance	
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	LaToya Brannon, Program Director, Decision and Information Sciences	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Latricia Wallace, Program Manager / LaToya Brannon, Program Director	
2	Ensuring the annual inventory was completed correctly.	Latricia Wallace, Program Manager / LaToya Brannon, Program Director	Melissa Niles, College Business Administrator
3	Tagging equipment.	Latricia Wallace, Program Manager / LaToya Brannon, Program Director	
4	Approving requests for removal of equipment from campus.	Norman Johnson, Chair, Decision and Information Sciences	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, College Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Sara Brown, Executive Director, College Business Operations	Latha Ramchand, Dean

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Khanh Nguyen, Financial Analyst 2	
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.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Charles Morgan, Dir. of BDT	
2	Ensuring that critical data back up occurs.	Charles Morgan, Dir. of BDT	
3	Ensuring that procedures such as password controls are followed.	Charles Morgan, Dir. of BDT	
4	Reporting of suspected security violations.	Charles Morgan, Dir. of BDT	