Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Gerry Mathisen, Exec. Admin.	
2	Updating the Baseline Standards Form.	TaShawna Wilson, Div. Admin.	Nisho Khan, Asst. DBA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Nisho Khan, Asst. DBA	Vanessa Adams, DBA
2	Reviewing cost center verifications.	Gerry Mathisen, Exec. Admin.	
3	Approving cost center verifications.	TaShawna Wilson, Div. Admin.	
4	Ensuring all cost centers are verified/approved on a timely basis.	TaShawna Wilson, Div. Admin.	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Gerry Mathisen, Exec. Admin.	Nisho Khan, Asst. DBA
2	Ensuring the validity of travel and expense reimbursements.	Gerry Mathisen, Exec. Admin.	Nisho Khan, Asst. DBA
3	Ensuring that goods and services are received and that timely payment is made.	Brenda Robles, Admin. Assistant	
4	Ensuring correct account coding on purchases documents.	Brenda Robles, Admin. Assistant	Nisho Khan, Asst. DBA
5	Primary contact for inquiries to expenditure transactions.	Brenda Robles, Admin. Assistant	Gerry Mathisen, Exec. Admin.
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Vanessa Adams, DBA	Nisho Khan, Asst. DBA
2	Reconciling bi-weekly leave accruals to the HR System.	Vanessa Adams, DBA	Nisho Khan, Asst. DBA
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Vanessa Adams, DBA	Nisho Khan, Asst. DBA
4	Ensuring all monthly leave is recorded and approved in the HR System.	Vanessa Adams, DBA	Nisho Khan, Asst. DBA
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Vanessa Adams, DBA	Nisho Khan, Asst. DBA
6	Completing termination clearance procedures.	Gerry Mathisen, Exec. Admin.	Nisho Khan, Asst. DBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Nisho Khan, Asst. DBA	TaShawna Wilson, Div. Admin.
8	Paycheck distribution.	Vanessa Adams, DBA	Nisho Khan, Asst. DBA
9	Maintaining departmental Personnel files.	Brenda Robles, Admin. Assistant	
10	Ensuring valid authorization of new hires.	Nisho Khan, Asst. DBA	TaShawna Wilson, Div. Admin.
11	Ensuring valid authorization of changes in compensation rates.	Nisho Khan, Asst. DBA	TaShawna Wilson, Div. Admin.
12	Ensuring the accurate input of changes to the HR System.	Nisho Khan, Asst. DBA	TaShawna Wilson, Div. Admin.
13	Propriety of leave account classification on time records.	Vanessa Adams, DBA	Nisho Khan, Asst. DBA
14	Consistent and efficient responses to inquiries.	Brenda Robles, Admin. Assistant	Gerry Mathisen, Exec. Admin.
CASH HANDLING			

Submitted: 8/1/2011

1	Collecting cash, checks, etc.	Brenda Robles, Admin. Assistant	
2	Reconciling cash, checks, etc. to receipts.	Brenda Robles, Admin. Assistant	Nisho Khan, Asst. DBA
3	Preparing deposits.	Brenda Robles, Admin. Assistant	Nisho Khan, Asst. DBA
4	Preparing Journal Entries.	Brenda Robles, Admin. Assistant	Nisho Khan, Asst. DBA
5	Verifying deposits posted correctly in the Finance System.	Nisho Khan, Asst. DBA	TaShawna Wilson, Div. Admin.
6	Adequacy of physical safeguards.	Brenda Robles, Admin. Assistant	
7	Transporting deposits to Student Financial Services.	UHPD	
8	Ensuring deposits are made timely.	Brenda Robles, Admin. Assistant	Nisho Khan, Asst. DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	TaShawna Wilson, Div. Admin.	Nisho Khan, Asst. DBA
10	Updating Cash Handling Procedures as needed.	TaShawna Wilson, Div. Admin.	Nisho Khan, Asst. DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Gerry Mathisen, Exec. Admin.	
12	Consistent and efficient responses to inquiries.	Brenda Robles, Admin. Assistant	Gerry Mathisen, Exec. Admin.
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	
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	Nisho Khan, Asst. DBA	TaShawna Wilson, Div. Admin.
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Nisho Khan, Asst. DBA	TaShawna Wilson, Div. Admin.
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Nisho Khan, Asst. DBA	TaShawna Wilson, Div. Admin.
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Marquette Hobbs, Board Coord.	Gerry Mathisen, Exec. Admin.
2	Ensuring the annual inventory was completed correctly.	Vanessa Adams, DBA	TaShawna Wilson, Div. Admin.
3	Tagging equipment.	Brenda Robles, Admin. Assistant	Vanessa Adams, DBA
4	Approving requests for removal of equipment from campus.	Gerry Mathisen, Exec. Admin.	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	TaShawna Wilson, Div. Admin.	Nisho Khan, Asst. DBA

2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online	TaShawna Wilson, Div. Admin.	Nisho Khan, Asst. DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	
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.	TaShawna Wilson, Div. Admin.	Nisho Khan, Asst. DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Theresa Singletary, Director of Operations	
2	Ensuring that critical data back up occurs.	IT Executive Support	Dona Cornell, VC/VP Legal Affairs/General Counsel
3	Ensuring that procedures such as password controls are followed.	IT Executive Support	Dona Cornell, VC/VP Legal Affairs/General Counsel
4	Reporting of suspected security violations.	All Staff	