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.	Sandra Dahlke, Exec. Administrative Asst.	Russ Hoskens, Dir. Internal Auditing
2	Updating the Baseline Standards Form.	TaShawna Wilson, Dir. Business Office Operations	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Vanessa Adams, Dept. Business Administrator	
2	Reviewing cost center verifications.	TaShawna Wilson, Dir. Business Office Operations	
3	Approving cost center verifications.	Don Guyton, Chief Audit Executive	
4	Ensuring all cost centers are verified/approved on a timely basis.	TaShawna Wilson, Dir. Business Office Operations	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Vanessa Adams, Dept. Business Administrator	TaShawna Wilson, Dir. Business Office Operations
2	Ensuring the validity of travel and expense reimbursements.	Vanessa Adams, Dept. Business Administrator	TaShawna Wilson, Dir. Business Office Operations
3	Ensuring that goods and services are received and that timely payment is made.	Sandra Dahlke, Exec. Administrative Asst.	Vanessa Adams, Dept. Business Administrator
4	Ensuring correct account coding on purchases documents.	Vanessa Adams, Dept. Business Administrator	TaShawna Wilson, Dir. Business Office Operations
5	Primary contact for inquiries to expenditure transactions.	Sandra Dahlke, Exec. Administrative Asst.	Vanessa Adams, Dept. 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.	Vanessa Adams, Dept. Business Administrator	Nisho Khan, Dept. Bus. Admin; TaShawna Wilson, Dir. Business Office
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Vanessa Adams, Dept. Business Administrator	Nisho Khan, Dept. Bus. Admin; TaShawna Wilson, Dir. Business
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports	Vanessa Adams, Dept. Business Administrator	Nisho Khan, Dept. Bus. Admin; TaShawna Wilson, Dir. Business Office
4	Completing termination clearance procedures.	Vanessa Adams, Dept. Business Administrator	Nisho Khan, Dept. Bus. Admin; TaShawna Wilson, Dir. Business
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Vanessa Adams, Dept. Business Administrator	Nisho Khan, Dept. Bus. Admin; TaShawna Wilson, Dir. Business
6	Maintaining departmental Personnel files.	Vanessa Adams, Dept. Business Administrator	Nisho Khan, Dept. Bus. Admin; TaShawna Wilson, Dir. Business
7	Ensuring valid authorization of new hires.	Vanessa Adams, Dept. Business Administrator	Nisho Khan, Dept. Bus. Admin; TaShawna Wilson, Dir. Business
8	Ensuring valid authorization of changes in compensation rates.	Vanessa Adams, Dept. Business Administrator	Nisho Khan, Dept. Bus. Admin; TaShawna Wilson, Dir. Business
9	Ensuring the accurate input of changes to the HR System.	Vanessa Adams, Dept. Business Administrator	Nisho Khan, Dept. Bus. Admin; TaShawna Wilson, Dir. Business
10	Consistent and efficient responses to inquiries.	Sandra Dahlke, Exec. Administrative Asst.	Vanessa Adams, Dept. Business Administrator

CASH HANDLING			
1	Collecting cash, checks, etc.	NA	
2	Reconciling cash, checks, etc. to receipts.	NA	
3	Preparing deposits.	NA	
4	Preparing Journal Entries.	NA	
5	Verifying deposits posted correctly in the Finance System.	NA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	NA	
7	Secure deposits via UHDPS to Student Financial Services.	NA	
8	Ensuring deposits are made timely.	NA	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	NA	
10	Updating Cash Handling Procedures as needed.	NA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	NA	
12	Consistent and efficient responses to inquiries.	NA	
PETTY CASH			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than $100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures	Vanessa Adams, Dept. Business Administrator	TaShawna Wilson, Dir. Business Office Operations
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Sandra Dahlke, Exec. Administrative Asst.	Russ Hoskens, Dir. Internal Auditing
2	Ensuring the annual inventory was completed correctly.	Vanessa Adams, Dept. Business Administrator	Russ Hoskens, Dir. Internal Auditing
3	Tagging equipment.	Sandra Dahlke, Exec. Administrative Asst.	Russ Hoskens, Dir. Internal Auditing
4	Approving requests for removal of equipment from campus.	Don Guyton, Chief Audit Executive	Russ Hoskens, Dir. Internal Auditing
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online	TaShawna Wilson, Dir. Business Office Operations	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online	TaShawna Wilson, Dir. Business Office Operations	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	

ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	TaShawna Wilson, Dir. Business Office Operations	
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Raymond Hale, IT Auditor	
2	Ensuring that critical data back up occurs.	Raymond Hale, IT Auditor	
3	Ensuring that procedures such as password controls are followed.	Raymond Hale, IT Auditor	
4	Reporting of suspected security violations.	All Staff	