		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Paul Roch, College Business Administrator	use Business Managers Survival Guide ; MAPP; supplemented as needed
2	Updating the Baseline Standards Form.	Paul Roch, College Business Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Aimee Young, Financial Coordinator I	
2	Reviewing cost center verifications.	Margaret Spangler, Assistant Business Administrator	
3	Approving cost center verifications.	Paul Roch, College Business Administrator (as delegate)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Paul Roch, College Business Administrator (as delegate)	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Margaret Spangler, Assistant Business Administrator	
2	Ensuring the validity of travel and expense reimbursements.	Margaret Spangler, Assistant Business Administrator	
3	Ensuring that goods and services are received and that timely payment is made.	Margaret Spangler, Assistant Business Administrator	
4	Ensuring correct account coding on purchases documents.	Margaret Spangler, Assistant Business Administrator	
5	Primary contact for inquiries to expenditure transactions.	Margaret Spangler, Assistant 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.	Aimee Young, Financial Coordinator I	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Aimee Young, Financial Coordinator I	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Aimee Young, Financial Coordinator I	
4	Completing termination clearance procedures.	Margaret Spangler, Assistant Business Administrator	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Margaret Spangler, Assistant Business Administrator	
6	Maintaining departmental Personnel files.	Margaret Spangler, Assistant Business Administrator	
7	Ensuring valid authorization of new hires.	Margaret Spangler, Assistant Business Administrator	
8	Ensuring valid authorization of changes in compensation rates.	Margaret Spangler, Assistant Business Administrator	
9	Ensuring the accurate input of changes to the HR System.	Margaret Spangler, Assistant Business Administrator	
10	Consistent and efficient responses to inquiries.	Paul Roch, College Business Administrator	

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.	Pei Hsieh, Office Assistant 1	
2	Reconciling cash, checks, etc. to receipts.	Pei Hsieh, Office Assistant 1	
3	Preparing deposits.	Miranda Jasso, Financial Coordinator I	
4	Preparing Journal Entries.	Miranda Jasso, Financial Coordinator I	
5	Verifying deposits posted correctly in the Finance System.	Miranda Jasso, Financial Coordinator I	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Miranda Jasso, Financial Coordinator I	
7	Secure deposits via UHDPS to Student Financial Services.	Miranda Jasso, Financial Coordinator I	
8	Ensuring deposits are made timely.	Miranda Jasso, Financial Coordinator I	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Paul Roch, College Business Administrator	
10	Updating Cash Handling Procedures as needed.	Paul Roch, College Business Administrator	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Paul Roch, College Business Administrator	
12	Consistent and efficient responses to inquiries.	Paul Roch, College Business Administrator	
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.	Paul Roch, College Business Administrator	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Daniel Pineda, Mgr, Asst, Computing Oper	
2	Ensuring the annual inventory was completed correctly.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	
3	Tagging equipment.	Daniel Pineda, Mgr, Asst, Computing Oper	
4	Approving requests for removal of equipment from campus.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Paul Roch, College Business Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Paul Roch, 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.	Lori Armstrong, College Research Liaison Officer	

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
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.	Paul Roch, College Business Administrator	
2	Ensuring that research expenditures are covered by funds from sponsors.	Lena Mitchell, Research Administrator	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	
2	Ensuring that critical data back up occurs.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	