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.	Nguyen Tran, DBA	
2	Updating the Baseline Standards Form.	Nguyen Tran, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Nguyen Tran, DBA	
2	Reviewing cost center verifications.	Nguyen Tran, DBA	
3	Approving cost center verifications.	Nguyen Tran, DBA	
4	Ensuring all cost centers are verified/approved on a timely basis.	Nguyen Tran, DBA	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Nguyen Tran, DBA	
2	Ensuring the validity of travel and expense reimbursements.	Patricia Ofili, Program Manager	Nguyen Tran, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Nguyen Tran, DBA	
4	Ensuring correct account coding on purchases documents.	Nguyen Tran, DBA	
5	Primary contact for inquiries to expenditure transactions.	Nguyen Tran, DBA	
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Nguyen Tran, DBA	
2	Reconciling bi-weekly leave accruals to the HR System.	Nguyen Tran, DBA	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Nguyen Tran, DBA	
4	Ensuring all monthly leave is recorded and approved in the HR System.	Nguyen Tran, DBA	
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Nguyen Tran, DBA	
6	Completing termination clearance procedures.	Nguyen Tran, DBA	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Nguyen Tran, DBA	
8	Paycheck distribution.	Nguyen Tran, DBA	
9	Maintaining departmental Personnel files.	Patricia Ofili, Program Manager	Nguyen Tran, DBA
10	Ensuring valid authorization of new hires.	Nguyen Tran, DBA	
11	Ensuring valid authorization of changes in compensation rates.	Nguyen Tran, DBA	
12	Ensuring the accurate input of changes to the HR System.	Nguyen Tran, DBA	
13	Propriety of leave account classification on time records.	Nguyen Tran, DBA	
14	Consistent and efficient responses to inquiries.	Nguyen Tran, DBA	
CASH HANDLING			

	Description of Responsibility	Primary (Required)	Secondary (Optional)
		Responsible Person(s) (Name/Title)	
1	Collecting cash, checks, etc.	Patricia Ofili, Program Manager	Nguyen Tran, DBA
2	Reconciling cash, checks, etc. to receipts.	Nguyen Tran, DBA	
3	Preparing deposits.	Patricia Ofili, Program Manager	Nguyen Tran, DBA
4	Preparing Journal Entries.	Patricia Ofili, Program Manager	Nguyen Tran, DBA
5	Verifying deposits posted correctly in the Finance System.	Nguyen Tran, DBA	
6	Adequacy of physical safeguards.	Nguyen Tran, DBA	
7	Transporting deposits to Student Financial Services.	Dean's Office	
8	Ensuring deposits are made timely.	Patricia Ofili, Program Manager	Nguyen Tran, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Nguyen Tran, DBA	
10	Updating Cash Handling Procedures as needed.	Nguyen Tran, DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Nguyen Tran, DBA	
12	Consistent and efficient responses to inquiries.	Nguyen Tran, DBA	
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.	Nguyen Tran, DBA	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Nguyen Tran, DBA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Nguyen Tran, DBA	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Patricia Ofili, Program Manager	Nguyen Tran, DBA
2	Ensuring the annual inventory was completed correctly.	Patricia Ofili, Program Manager	Nguyen Tran, DBA
3	Tagging equipment.	Patricia Ofili, Program Manager	Nguyen Tran, DBA
4	Approving requests for removal of equipment from campus.	Patricia Ofili, Program Manager	Nguyen Tran, DBA
DISCLOSURE FORMS			

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	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Nguyen Tran, DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Nguyen Tran, DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Nguyen Tran, DBA	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	Laura Gutierrez, Lab Supervisor	Nguyen Tran, DBA
3	Collection.	Laura Gutierrez, Lab Supervisor	Nguyen Tran, DBA
4	Recording.	Laura Gutierrez, Lab Supervisor	Nguyen Tran, DBA
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.	Nguyen Tran, DBA	Director Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Principal Investigators	Nguyen Tran, DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Kiet Luong, Mgr, coll/Div Info Svcs 1	John Young, Director
2	Ensuring that critical data back up occurs.	Kiet Luong, Mgr, coll/Div Info Svcs 1	John Young, Director
3	Ensuring that procedures such as password controls are followed.	Kiet Luong, Mgr, coll/Div Info Svcs 1	John Young, Director
4	Reporting of suspected security violations.	Kiet Luong, Mgr, coll/Div Info Svcs 1	John Young, Director