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.	Marsha Christ, College Business Administrator	
2	Updating the Baseline Standards Form.	Marsha Christ, College Business Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Yolanda Williams, Asst Business Administrator	Marsha Christ, CBA
2	Reviewing cost center verifications.	Luis Torres, Professor	
3	Approving cost center verifications.	Luis Torres, Professor	
4	Ensuring all cost centers are verified/approved on a timely basis.	Marsha Christ, CBA	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Yolanda Williams, Asst Business Administrator	Marsha Christ, CBA
2	Ensuring the validity of travel and expense reimbursements.	Yolanda Williams, Asst Business Administrator	Marsha Christ, CBA
3	Ensuring that goods and services are received and that timely payment is made.	Yolanda Williams, Asst Business Administrator; Sheila Lindsay, Financial Coordinator 1	Marsha Christ, CBA
4	Ensuring correct account coding on purchases documents.	Yolanda Williams, Asst Business Administrator	Marsha Christ, CBA
5	Primary contact for inquiries to expenditure transactions.	Yolanda Williams, Asst Business Administrator; Sheila Lindsay, Financial Coordinator 1	Marsha Christ, CBA
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.	Yolanda Williams, Asst Business Administrator	Marsha Christ, CBA
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Yolanda Williams, Asst Business Administrator	Marsha Christ, CBA
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Marsha Christ, CBA	Yolanda Williams, Asst Business Administrator
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Marsha Christ, CBA	Yolanda Williams, Asst Business Administrator
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls	Yolanda Williams, Asst Business Administrator	Sheila Lindsay, Financial Coordinator 1
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Yolanda Williams, Asst Business Administrator	Marsha Christ, CBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Yolanda Williams, Asst Business Administrator	Marsha Christ, CBA
8	Maintaining departmental personnel files.	Yolanda Williams, Asst Business Administrator	Sheila Lindsay, Financial Coordinator 1
9	Consistent and efficient responses to inquiries.	Yolanda Williams, Asst Business Administrator	Marsha Christ, CBA
10	Hire ePAR's should be processed at least 1 week prior to start date.	Yolanda Williams, Asst Business Administrator	Marsha Christ, CBA
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Marsha Christ, CBA	

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		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Sonia Ewing, Executive Administrative Assistant	
2	Reconciling cash, checks, etc. to receipts.	Sheila Lindsay, Financial Coordinator 1	Yolanda Williams, Asst Business Administrator
3	Preparing deposits.	Sheila Lindsay, Financial Coordinator 1	Yolanda Williams, Asst Business Administrator
4	Preparing Journal Entries.	Sheila Lindsay, Financial Coordinator 1	Yolanda Williams, Asst Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Yolanda Williams, Asst Business Administrator	Marsha Christ, CBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Marsha Christ, CBA	Yolanda Williams, Asst Business Administrator
7	Secure deposits via UHDPS to Student Financial Services.	Yolanda Williams, Asst Business Administrator	Marsha Christ, CBA
8	Ensuring deposits are made timely.	Yolanda Williams, Asst Business Administrator	Marsha Christ, CBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Marsha Christ, CBA	
10	Updating Cash Handling Procedures as needed.	Marsha Christ, CBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Marsha Christ, CBA	
12	Consistent and efficient responses to inquiries.	Marsha Christ, CBA	
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.	Lisa Martinez, Research Administrator	Marsha Christ, CBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Haydee Rodriguez, User Services Specialist 1	David Nguyen, Coll/Dev Info Services Manager 1
2	Ensuring the annual inventory was completed correctly.	David Nguyen, Coll/Dev Info Services Manager 1	Marsha Christ, CBA
3	Tagging equipment.	Haydee Rodriguez, User Services Specialist 1	David Nguyen, Coll/Dev Info Services Manager 1
4	Approving requests for removal of equipment from campus.	David Nguyen, Coll/Dev Info Services Manager 1	Alan Dettlaff, Dean
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Marsha Christ, CBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Marsha Christ, CBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Lisa Martinez, Research Administrator	Marsha Christ, CBA

Submitted:

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
	ACCOUNTS RECEIVABLE		
1	Extending of credit.	Marsha Christ, CBA	
2	Billing.	Patrick Bordnick, Professor	Marsha Christ, CBA
3	Collection.	Patrick Bordnick, Professor	Marsha Christ, CBA
4	Recording.	Marsha Christ, CBA	
5	Monitoring credit extended.	Marsha Christ, CBA	
6	Approving write-offs.	Alan Dettlaff, Dean	Marsha Christ, CBA
	NEGATIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Marsha Christ, CBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Marsha Christ, CBA	
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	David Nguyen, Coll/Dev Info Services Manager 1	
2	Ensuring that critical data back up occurs.	David Nguyen, Coll/Dev Info Services Manager 1	
3	Ensuring that procedures such as password controls are followed.	David Nguyen, Coll/Dev Info Services Manager 1	
4	Reporting of suspected security violations.	David Nguyen, Coll/Dev Info Services Manager 1	

Submitted: