		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.	NA - College Business Manual is maintained through the Dean's	
2	Updating the Baseline Standards Form.	Jose Martinez, Department Business Administrator	Daniel Cassler, Department Chair
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Student Worker	Jose Martinez, Department Business Administrator
2	Reviewing cost center verifications.	Jose Martinez, Department Business Administrator	Elizabeth Reilly, Financial Coord
3	Approving cost center verifications.	Daniel Cassler, Department Chair or PI's	Daniel Cassler, Department Chair
4	Ensuring all cost centers are verified/approved on a timely basis.	Jose Martinez, Department Business Administrator	Daniel Cassler, Department Chair
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Jose Martinez, Department Business Administrator	Elizabeth Reilly, Financial Coord; TBD, Office Coord
2	Ensuring the validity of travel and expense reimbursements.	Jose Martinez, Department Business Administrator	Elizabeth Reilly, Financial Coord; TBD, Office Coord
3	Ensuring that goods and services are received and that timely payment is made.	Elizabeth Reilly, Financial Coord; Mayra Gonzalez, Office Coord	Jose Martinez, Department Business Administrator
4	Ensuring correct account coding on purchases documents.	Elizabeth Reilly, Financial Coord; Mayra Gonzalez, Office Coord	Jose Martinez, Department Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Elizabeth Reilly, Financial Coord; Mayra Gonzalez, Office Coord	Jose Martinez, Department 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.	Elizabeth Reilly, Financial Coord; Mayra Gonzalez, Office Coord	Jose Martinez, Department Business Administrator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Elizabeth Reilly, Financial Coord; Mayra Gonzalez, Office Coord	Jose Martinez, Department Business Administrator
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Elizabeth Reilly, Financial Coord; Mayra Gonzalez, Office Coord	Jose Martinez, Department Business Administrator
4	Completing termination clearance procedures.	Elizabeth Reilly, Financial Coord; Mayra Gonzalez, Office Coord	Jose Martinez, Department Business Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Elizabeth Reilly, Financial Coord; Mayra Gonzalez, Office Coord	Jose Martinez, Department Business Administrator
6	Maintaining departmental Personnel files.	Elizabeth Reilly, Financial Coord; Mayra Gonzalez, Office Coord	Jose Martinez, Department Business Administrator
7	Ensuring valid authorization of new hires.	Elizabeth Reilly, Financial Coord; Mayra Gonzalez, Office Coord	Jose Martinez, Department Business Administrator
8	Ensuring valid authorization of changes in compensation rates.	Elizabeth Reilly, Financial Coord; Mayra Gonzalez, Office Coord	Jose Martinez, Department Business Administrator
9	Ensuring the accurate input of changes to the HR System.	Elizabeth Reilly, Financial Coord; Mayra Gonzalez, Office Coord	Jose Martinez, Department Business Administrator
10	Consistent and efficient responses to inquiries.	Elizabeth Reilly, Financial Coord; Mayra Gonzalez, Office Coord	Jose Martinez, Department Business Administrator

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Elizabeth Reilly, Financial Coord; Mayra Gonzalez, Office Coord,	Jose Martinez, Department Business Administrator
2	Reconciling cash, checks, etc. to receipts.	Jose Martinez, Department Business Administrator	Daniel Cassler, Department Chair
3	Preparing deposits.	Elizabeth Reilly, Financial Coord; Mayra Gonzalez, Office Coord,	Jose Martinez, Department Business Administrator
4	Preparing Journal Entries.	Elizabeth Reilly, Financial Coord; Mayra Gonzalez, Office Coord,	Jose Martinez, Department Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Jose Martinez, Department Business Administrator	Elizabeth Reilly, Financial Coord; TBD, Office Coord, Shantavia Settles, Program Coordinator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Jose Martinez, Department Business Administrator	David McMullen, Director Business Operations
7	Secure deposits via UHDPS to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Elizabeth Reilly, Financial Coord; Mayra Gonzalez, Office Coord,	Jose Martinez, Department Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Jose Martinez, Department Business Administrator	David McMullen, Director Business Operations
10	Updating Cash Handling Procedures as needed.	David McMullen, Director Business Operations	Jose Martinez, Department Business Administrator
11	Distribution of Cash Handling Procedures to employees who handle cash.	David McMullen, Director Business Operations	Jose Martinez, Department Business Administrator
12	Consistent and efficient responses to inquiries.	Elizabeth Reilly, Financial Coord; Mayra Gonzalez, Office Coord,	Jose Martinez, Department Business Administrator
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.	Jose Martinez, Department Business Administrator	Daniel Cassler, Department Chair
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Tom Jones, IT Director	David McMullen, Director Business Operations
2	Ensuring the annual inventory was completed correctly.	Tom Jones, IT Director	David McMullen, Director Business Operations
3	Tagging equipment.	Tom Jones, IT Director	COT IT Staff
4	Approving requests for removal of equipment from campus.	Heidar Malki, Associate Dean	David McMullen, Director Business Operations
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Sarah Scott, Research Administrator	David McMullen, Director Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Sarah Scott, Research Administrator	David McMullen, Director Business Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Sarah Scott, Research Administrator	David McMullen, Director Business Operations

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Baseline Standards
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Description of Responsibility		Responsible Person(s) (Name/Title)	
		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.	Jose Martinez, Department Business Administrator	David McMullen, Director Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Jose Martinez, Department Business Administrator	David McMullen, Director Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Tom Jones, IT Director	Heidar Malki, Assoc, Dean
2	Ensuring that critical data back up occurs.	Tom Jones, IT Director	Heidar Malki, Assoc, Dean
3	Ensuring that procedures such as password controls are followed.	Tom Jones, IT Director	Heidar Malki, Assoc, Dean
4	Reporting of suspected security violations.	Tom Jones, IT Director	Heidar Malki, Assoc, Dean

Submitted: