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.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
2	Updating the Baseline Standards Form.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
2	Reviewing cost center verifications.	Betsy Roguer, Dir, College Business Operations	Betsy Roguer, Dir, College Business Operations
3	Approving cost center verifications.	Betsy Roguer, Dir, College Business Operations	Betsy Roguer, Dir, College Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Andrea Johnson (Admin. Asst.) Imelda Lucio (Office Asst.1)	Irma Perez (DBA)
2	Ensuring the validity of travel and expense reimbursements.	Irma Perez (DBA) Imelda Lucio (Office Asst.1)	Betsy Roguer, Dir, College Business Operations
3	Ensuring that goods and services are received and that timely payment is made.	Andrea Johnson (Admin. Asst.) Imelda Lucio (Office Asst.1)	Irma Perez (DBA)
4	Ensuring correct account coding on purchases documents.	Andrea Johnson (Admin. Asst.) Imelda Lucio (Office Asst.1)	Irma Perez (DBA)
5	Primary contact for inquiries to expenditure transactions.	Andrea Johnson (Admin. Asst.) Imelda Lucio (Office Asst.1)	Irma Perez (DBA)
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.	Time Approvers, Andrea Johnson, Irma Perez	Betsy Roguer, Dir, College Business Operations
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Time Approvers, Irma Perez	Betsy Roguer, Dir, College Business Operations
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Andrea Johnson (bi-weekly) Irma Perez (monthly)	Betsy Roguer, Dir, College Business Operations
4	Completing termination clearance procedures.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
6	Maintaining departmental Personnel files.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
7	Ensuring valid authorization of new hires.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
8	Ensuring valid authorization of changes in compensation rates.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
9	Ensuring the accurate input of changes to the HR System.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
10	Consistent and efficient responses to inquiries.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
	CASH HANDLING		
1	Collecting cash, checks, etc.	Imelda Lucio (Office Asst.1)	Irma Perez (DBA)
2	Reconciling cash, checks, etc. to receipts.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
3	Preparing deposits.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
4	Preparing Journal Entries.	Imelda Lucio (Office Asst.1)	Andrea Johnson (Admin. Asst.) Irma Perez (DBA)
5	Verifying deposits posted correctly in the Finance System.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
7	Secure deposits via UHDPS to Student Financial Services.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
8	Ensuring deposits are made timely.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
10	Updating Cash Handling Procedures as needed.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
12	Consistent and efficient responses to inquiries.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
	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.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
	PROPERTY MANAGEMENT		
1	Performing the annual inventory.	Raymond Pina (Mgr,Asst,User Srvc Suppor)	Steven Beatty (Dir, College IT Support)
2	Ensuring the annual inventory was completed correctly.	Raymond Pina (Mgr,Asst,User Srvc Suppor)	Steven Beatty (Dir, College IT Support)
3	Tagging equipment.	Raymond Pina (Mgr,Asst,User Srvc Suppor)	Steven Beatty (Dir, College IT Support)
4	Approving requests for removal of equipment from campus.	Raymond Pina (Mgr,Asst,User Srvc Suppor)	Steven Beatty (Dir, College IT Support)
	DISCLOSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
	ACCOUNTS RECEIVABLE		
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
	NEGATIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Irma Perez (DBA) M. Beckham Dossett (Director)	Betsy Roguer, Dir, College Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Irma Perez (DBA)	Betsy Roguer, Dir, College Business Operations
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Raymond Pina (Mgr,Asst,User Srvc Suppor)	Steven Beatty (Dir, College IT Support)
2	Ensuring that critical data back up occurs.	Raymond Pina (Mgr,Asst,User Srvc Suppor)	Steven Beatty (Dir, College IT Support)
3	Ensuring that procedures such as password controls are followed.	Raymond Pina (Mgr,Asst,User Srvc Suppor)	Steven Beatty (Dir, College IT Support)
4	Reporting of suspected security violations.	Raymond Pina (Mgr,Asst,User Srvc Suppor)	Steven Beatty (Dir, College IT Support)