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

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
10	Consistent and efficient responses to inquiries.	Guadalupe Ayon, DBA	

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Cristal Rangel FC2	
2	Reconciling cash, checks, etc. to receipts.	Guadalupe Ayon, DBA	
3	Preparing deposits.	Cristal Rangel FC2	
4	Preparing Journal Entries.	Guadalupe Ayon, DBA	
5	Verifying deposits posted correctly in the Finance System.	Guadalupe Ayon, DBA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Guadalupe Ayon, DBA	
7	Secure deposits via UHDPS to Student Financial Services.	Guadalupe Ayon, DBA	
8	Ensuring deposits are made timely.	Guadalupe Ayon, DBA	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Guadalupe Ayon, DBA	
10	Updating Cash Handling Procedures as needed.	Guadalupe Ayon, DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Guadalupe Ayon, DBA	
12	Consistent and efficient responses to inquiries.	Guadalupe Ayon, DBA	
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than $100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Guadalupe Ayon, DBA	Dr. Maria E. Solino (CHAIR)
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Guadalupe Ayon, DBA	

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
2	Ensuring the annual inventory was completed correctly.	Guadalupe Ayon, DBA	
3	Tagging equipment.	Guadalupe Ayon, DBA	
4	Approving requests for removal of equipment from campus.	Guadalupe Ayon, DBA	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Guadalupe Ayon, DBA	Dr. Maria E. Solino (CHAIR)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Guadalupe Ayon, DBA	Dr. Maria E. Solino (CHAIR)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Guadalupe Ayon, DBA	Dr. Maria E. Solino (CHAIR)

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	Guadalupe Ayon, DBA	
4	Recording.	Guadalupe Ayon, DBA	
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Guadalupe Ayon, DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Guadalupe Ayon, DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston	
2	Ensuring that critical data back up occurs.	Frank Houston	
3	Ensuring that procedures such as password controls are followed.	Frank Houston	
4	Reporting of suspected security violations.	Frank Houston	