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

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

	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.	Karina Duran, DBA	Betsy Roguer, CBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Karina Duran, DBA	Betsy Roguer, CBA
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Steven Beatty, Dir. College IT Support	Karina Duran, DBA
2	Ensuring that critical data back up occurs.	Steven Beatty, Dir. College IT Support	Karina Duran, DBA
3	Ensuring that procedures such as password controls are followed.	Steven Beatty, Dir. College IT Support	Karina Duran, DBA
4	Reporting of suspected security violations.	Karina Duran, DBA	Steven Beatty, Dir. College IT Support