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.	Tu Dam - Department Business Administrator	Carolyn Martinez - College Business Administrator
2	Updating the Baseline Standards Form.	Tu Dam - Department Business Administrator	Carolyn Martinez - College Business Administrator
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Tu Dam - Department Business Administrator	Phoebe Wei - Financial Coordinator 2
2	Reviewing cost center verifications.	Carolyn Martinez - College Business Administrator	Tu Dam - Department Business Administrator
3	Approving cost center verifications.	Carolyn Martinez - College Business Administrator	
4	Ensuring all cost centers are verified/approved on a timely basis.	Tu Dam - Department Business Administrator	Carolyn Martinez - College Business Administrator
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Tu Dam - Department Business Administrator	Carolyn Martinez - College Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Tu Dam - Department Business Administrator	Carolyn Martinez - College Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Tu Dam - Department Business Administrator	Carolyn Martinez - College Business Administrator
4	Ensuring correct account coding on purchases documents.	Tu Dam - Department Business Administrator	Carolyn Martinez - College Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Tu Dam - Department Business Administrator	Carolyn Martinez - College 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.	Phoebe Wei - Financial Coordinator 2	Tu Dam - Department Business Administrator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Phoebe Wei - Financial Coordinator 2	Tu Dam - 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.	Phoebe Wei - Financial Coordinator 2	Tu Dam - Department Business Administrator
4	Completing termination clearance procedures.	Tu Dam - Department Business Administrator	Carolyn Martinez - College Business Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Phoebe Wei - Financial Coordinator 2	Tu Dam - Department Business Administrator
6	Maintaining departmental Personnel files.	Phoebe Wei - Financial Coordinator 2	Tu Dam - Department Business Administrator
7	Ensuring valid authorization of new hires.	Tu Dam - Department Business Administrator	Carolyn Martinez - College Business Administrator
8	Ensuring valid authorization of changes in compensation rates.	Tu Dam - Department Business Administrator	Carolyn Martinez - College Business Administrator
9	Ensuring the accurate input of changes to the HR System.	Tu Dam - Department Business Administrator	Carolyn Martinez - College Business Administrator

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
10	Consistent and efficient responses to inquiries.	Tu Dam - Department Business Administrator	Carolyn Martinez - College Business Administrator

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Phoebe Wei - Financial Coordinator 2	Tu Dam - Department Business Administrator
2	Reconciling cash, checks, etc. to receipts.	Phoebe Wei - Financial Coordinator 2	Tu Dam - Department Business Administrator
3	Preparing deposits.	Phoebe Wei - Financial Coordinator 2	Tu Dam - Department Business Administrator
4	Preparing Journal Entries.	Phoebe Wei - Financial Coordinator 2	Tu Dam - Department Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Phoebe Wei - Financial Coordinator 2	Tu Dam - Department Business Administrator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Tu Dam - Department Business Administrator	Carolyn Martinez - College Business Administrator
7	Secure deposits via UHDPS to Student Financial Services.	NA	NA
8	Ensuring deposits are made timely.	Tu Dam - Department Business Administrator	Carolyn Martinez - College Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Tu Dam - Department Business Administrator	Carolyn Martinez - College Business Administrator
10	Updating Cash Handling Procedures as needed.	Tu Dam - Department Business Administrator	Carolyn Martinez - College Business Administrator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Tu Dam - Department Business Administrator	Carolyn Martinez - College Business Administrator
12	Consistent and efficient responses to inquiries.	Tu Dam - Department Business Administrator	Carolyn Martinez - College Business Administrator
PETTY CASH			
1	Preparing petty cash disbursements.	NA	NA
2	Ensuring petty cash disbursements are not for more than $100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Tu Dam - Department Business Administrator	Carolyn Martinez - College Business Administrator
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Amit Patel - IT Director	Albert Fang - Lead User Services Specialist

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
2	Ensuring the annual inventory was completed correctly.	Amit Patel - IT Director	Albert Fang - Lead User Services Specialist
3	Tagging equipment.	Amit Patel - IT Director	Albert Fang - Lead User Services Specialist
4	Approving requests for removal of equipment from campus.	Amit Patel - IT Director	Carolyn Martinez - College Business Administrator
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Carolyn Martinez - College Business Administrator	Tu Dam - Department Business Administrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Carolyn Martinez - College Business Administrator	Tu Dam - Department Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	NA

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	NA	NA
3	Collection.	NA	NA
4	Recording.	NA	NA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	NA	NA
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Tu Dam - Department Business Administrator	Carolyn Martinez - College Business Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	NA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Amit Patel - IT Director	Sadiq Sachwani - Analyst, Systems 2
2	Ensuring that critical data back up occurs.	Amit Patel - IT Director	Sadiq Sachwani - Analyst, Systems 2
3	Ensuring that procedures such as password controls are followed.	Amit Patel - IT Director	Sadiq Sachwani - Analyst, Systems 2
4	Reporting of suspected security violations.	Amit Patel - IT Director	Sadiq Sachwani - Analyst, Systems 2