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.	Hector Bonilla/Director, Division Business Operations	Rosa Giannukos/Department Business Administrator
2	Updating the Baseline Standards Form.	Hector Bonilla/Director, Division Business Operations	Rosa Giannukos/Department Business Administrator
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Assistant Business Administrator Jatarra Mayhue/Assistant Business Administrator	
2	Reviewing cost center verifications.	Hector Bonilla/Director, Division Business Operations	Rosa Giannukos/Department Business Administrator
3	Approving cost center verifications.	Designated Cost Center Managers	Delegated cost center managers, if applicable.
4	Ensuring all cost centers are verified/approved on a timely basis.	Hector Bonilla/Director, Division Business Operations	Rosa Giannukos/Department Business Administrator
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Assistant Business Administrator Jatarra Mayhue/Assistant Business Administrator	Hector Bonilla/Director, Division Business Operations
2	Ensuring the validity of travel and expense reimbursements.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Assistant Business Administrator Jatarra Mayhue/Assistant Business Administrator	Hector Bonilla/Director, Division Business Operations
3	Ensuring that goods and services are received and that timely payment is made.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Assistant Business Administrator Jatarra Mayhue/Assistant Business Administrator	Hector Bonilla/Director, Division Business Operations
4	Ensuring correct account coding on purchases documents.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Assistant Business Administrator Jatarra Mayhue/Assistant Business Administrator	Hector Bonilla/Director, Division Business Operations
5	Primary contact for inquiries to expenditure transactions.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Assistant Business Administrator Jatarra Mayhue/Assistant Business Administrator	Hector Bonilla/Director, Division Business Operations
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.	Martha Noriega/Financial Coordinator 2	Rosa Giannukos/Department Business Administrator Hector Bonilla/Director, Division Business Operations
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	TRAM Managers/Supervisors Martha Noriega/Financial Coordinator 2	Rosa Giannukos/Department Business Administrator Hector Bonilla/Director, Division Business Operations
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Martha Noriega/Financial Coordinator 2	Rosa Giannukos/Department Business Administrator Hector Bonilla/Director, Division Business Operations
4	Completing termination clearance procedures.	Rosa Giannukos/Department Business Administrator	Hector Bonilla/Director, Division Business Operations
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Martha Noriega/Financial Coordinator 2	Rosa Giannukos/Department Business Administrator Hector Bonilla/Director, Division Business Operations
6	Maintaining departmental Personnel files.	Rosa Giannukos/Department Business Administrator	Hector Bonilla/Director, Division Business Operations
7	Ensuring valid authorization of new hires.	Rosa Giannukos/Department Business Administrator	Hector Bonilla/Director, Division Business Operations
8	Ensuring valid authorization of changes in compensation rates.	Rosa Giannukos/Department Business Administrator	Hector Bonilla/Director, Division Business Operations
9	Ensuring the accurate input of changes to the HR System.	Rosa Giannukos/Department Business Administrator	Hector Bonilla/Director, Division Business Operations
10	Consistent and efficient responses to inquiries.	Rosa Giannukos/Department Business Administrator	Hector Bonilla/Director, Division Business Operations
CASH HANDLING			

Responsible Person(s) (Name/Title)

	Description of Responsibility	Primary (Required)	Secondary (Optional)
1	Collecting cash, checks, etc.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Assistant Business Administrator Jatarra Mayhue/Assistant Business Administrator	Rosa Giannukos/Department Business Administrator Hector Bonilla/Director, Division Business Operations
2	Reconciling cash, checks, etc. to receipts.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Assistant Business Administrator Jatarra Mayhue/Assistant Business Administrator	Rosa Giannukos/Department Business Administrator Hector Bonilla/Director, Division Business Operations
3	Preparing deposits.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Assistant Business Administrator Jatarra Mayhue/Assistant Business Administrator	Rosa Giannukos/Department Business Administrator Hector Bonilla/Director, Division Business Operations
4	Preparing Journal Entries.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Assistant Business Administrator Jatarra Mayhue/Assistant Business Administrator	Rosa Giannukos/Department Business Administrator Hector Bonilla/Director, Division Business Operations
5	Verifying deposits posted correctly in the Finance System.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Assistant Business Administrator Jatarra Mayhue/Assistant Business Administrator	Rosa Giannukos/Department Business Administrator Hector Bonilla/Director, Division Business Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Assistant Business Administrator Jatarra Mayhue/Assistant Business Administrator	Rosa Giannukos/Department Business Administrator Hector Bonilla/Director, Division Business Operations
7	Secure deposits via UHDPS to Student Financial Services.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Assistant Business Administrator Jatarra Mayhue/Assistant Business Administrator	Rosa Giannukos/Department Business Administrator Hector Bonilla/Director, Division Business Operations
8	Ensuring deposits are made timely.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Assistant Business Administrator Jatarra Mayhue/Assistant Business Administrator	Rosa Giannukos/Department Business Administrator Hector Bonilla/Director, Division Business Operations
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Hector Bonilla/Director, Division Business Operations	
10	Updating Cash Handling Procedures as needed.	Hector Bonilla/Director, Division Business Operations	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Hector Bonilla/Director, Division Business Operations	
12	Consistent and efficient responses to inquiries.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Assistant Business Administrator Jatarra Mayhue/Assistant Business Administrator	
PETTY CASH			
1	Preparing petty cash disbursements.	Kirby Mitchell/Assistant Business Administrator Rosa Giannukos/Department Business Administrator	
2	Ensuring petty cash disbursements are not for more than $100.	Kirby Mitchell/Assistant Business Administrator Rosa Giannukos/Department Business Administrator	
3	Ensuring petty cash disbursements are made for only authorized purposes.	Kirby Mitchell/Assistant Business Administrator Rosa Giannukos/Department Business Administrator	
4	Approving petty cash disbursements.	Kirby Mitchell/Assistant Business Administrator Rosa Giannukos/Department Business Administrator	
5	Replenishing the petty cash fund timely.	Kirby Mitchell/Assistant Business Administrator Rosa Giannukos/Department Business Administrator	
6	Ensuring the petty cash fund is balanced after each disbursement.	Kirby Mitchell/Assistant Business Administrator Rosa Giannukos/Department Business Administrator	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Assistant Business Administrator Jatarra Mayhue/Assistant Business Administrator	Hector Bonilla/Director, Division Business Operations
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Property custodian on file for each department (non-computer assets) Jose Hernandez/User Services Specialist(computer assets)	

Responsible Person(s) (Name/Title)

Description of Responsibility		Primary (Required)	Secondary (Optional)
2	Ensuring the annual inventory was completed correctly.	Hector Bonilla/Director, Division Business Operations	
3	Tagging equipment.	Property custodian on file for each department (non-computer assets) Jose Hernandez/User Services Specialist(computer assets)	
4	Approving requests for removal of equipment from campus.	Property custodian on file for each department (non-computer assets) Jose Hernandez/User Services Specialist(computer assets)	Hector Bonilla/Director, Division Business Operations
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Hector Bonilla/Director, Division Business Operations	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Hector Bonilla/Director, Division Business Operations	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Assistant Business Administrator Jatarra Mayhue/Assistant Business Administrator	
3	Collection.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Assistant Business Administrator	
4	Recording.	Rosa Giannukos/Department Business Administrator Kirby Mitchell/Assistant Business Administrator	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	General Accouting.	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Hector Bonilla/Director, Division Business Operations	
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Department Unit Heads Jose Hernandez/User Services Specialist	
2	Ensuring that critical data back up occurs.	UIT Support	
3	Ensuring that procedures such as password controls are followed.	All staff	
4	Reporting of suspected security violations.	All staff	

Department List:
H0171 AUXILIARY SERVICES OPERATIONS
H0174 COUGAR CARD
H0178 PARKING & TRANSPORTATION SERVICES
H0180 COPY PRINT & DELIVERY SERVICES
H0230 CULLEN PERFORM HALL
H0303 PUBLIC ART
H0614 ASSOC VP FOR ADMINISTRATION
S0303 PUBLIC ART