

Description of Responsibility	Responsible Person(s) (Name/Title)	
	Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE</b>		
1 Ensuring the Departmental Policy and Procedures manual is	Louis W. Edwards- Treasurer	Mary Mbeche - Asst. Treasurer
2 Updating the Baseline Standards Form.	Louis W. Edwards - Treasurer	Mary Mbeche - Asst. Treasurer
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>		
1 Preparing cost center verifications.	Fred Burnett - Manager, Treasury Operations	Juanita Diaz-Analyst 2
2 Reviewing cost center verifications.	Fred Burnett - Manager, Treasury	Mary Mbeche - Asst. Treasurer
3 Approving cost center verifications.	Louis W. Edwards - Treasurer	Mary Mbeche - Asst. Treasurer
4 Ensuring all cost centers are verified/approved on a timely	Fred Burnett - Manager, Treasury	Mary Mbeche - Asst. Treasurer
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>		
1 Ensuring valid authorization of purchase documents.	Juanita Diaz-Analyst 2	Leslie Valadez-Financial Specialist
2 Ensuring the validity of travel and expense reimbursements.	Louis W. Edwards - Treasurer	Mary Mbeche - Asst. Treasurer
3 Ensuring that goods and services are received and that timely	Sheryl Smith - Manager, Cash &	Fred Burnett - Manager, Treasury
4 Ensuring correct account coding on purchases documents.	Juanita Diaz-Analyst 2	Leslie Valadez-Financial Specialist
5 Primary contact for inquiries to expenditure transactions.	Juanita Diaz-Analyst 2	Leslie Valadez-Financial Specialist
<b>PAYROLL / HUMAN RESOURCES</b>		
1 Ensuring all bi-weekly reported time and leave are approved	Yen Ngo - Financial Analyst 2	Nancy Tran - Associate Dir. SBS
2 Ensuring all monthly leave is recorded and approved before the	Yen Ngo - Financial Analyst 2	Nancy Tran - Associate Dir. SBS
3 Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly	Yen Ngo - Financial Analyst 2	Nancy Tran - Associate Dir. SBS
4 Completing termination clearance procedures.	Business Services	Louis Edwards/Mary Mbeche
5 Ensuring terminated employees are no longer charged to	Louis W. Edwards- Treasurer	Fred Burnett - Manager, Treasury
6 Maintaining departmental Personnel files.	Louis W. Edwards - Treasurer	Mary Mbeche - Asst. Treasurer
7 Ensuring valid authorization of new hires.	Louis W. Edwards - Treasurer	Mary Mbeche - Asst. Treasurer
8 Ensuring valid authorization of changes in compensation rates.	Louis W. Edwards - Treasurer	Mary Mbeche - Asst. Treasurer
9 Ensuring the accurate input of changes to the HR System.	Business Services	Mary Mbeche - Asst. Treasurer
10 Consistent and efficient responses to inquiries.	Louis W. Edwards - Treasurer	Mary Mbeche - Asst. Treasurer
<b>Responsible Person(s) (Name/Title)</b>		
<b>Description of Responsibility</b>	<b>Primary (Required)</b>	<b>Secondary (Optional)</b>
<b>CASH HANDLING</b>		
1 Collecting cash, checks, etc.	Adrian Robinson - Senior Cashier	Sheryl Smith - Manager, Cash & Banking
2 Reconciling cash, checks, etc. to receipts.	Adrian Robinson - Senior Cashier	Sheryl Smith - Manager, Cash & Banking
3 Preparing deposits.	Adrian Robinson - Senior Cashier	Sheryl Smith - Manager, Cash & Banking
4 Preparing Journal Entries.	Adrian Robinson - Senior Cashier	Sheryl Smith - Manager, Cash & Banking
5 Verifying deposits posted correctly in the Finance System.	Amanda Yim - Financial Analyst	Louis W. Edwards- Treasurer
6 Adequacy of physical safeguards of cash receipts and	Fred Burnett - Manager, Treasury	Juanita Diaz - Treasury Analyst
7 Secure deposits via UHDDS to Student Financial Services.	Adrian Robinson - Senior Cashier	Sheryl Smith - Manager, Cash & Banking
8 Ensuring deposits are made timely.	Adrian Robinson - Senior Cashier	Sheryl Smith - Manager, Cash & Banking
9 Ensuring all employees who handle cash have completed Cash	Mary Mbeche - Asst. Treasurer	Louis W. Edwards- Treasurer
10 Updating Cash Handling Procedures as needed.	Mary Mbeche - Asst. Treasurer	Louis W. Edwards- Treasurer
11 Distribution of Cash Handling Procedures to employees who	Mary Mbeche - Asst. Treasurer	Louis W. Edwards- Treasurer
12 Consistent and efficient responses to inquiries.	Mary Mbeche - Asst. Treasurer	Louis W. Edwards- Treasurer
<b>PETTY CASH</b>		
1 Preparing petty cash disbursements.	Petty Cash Closed	NA
2 Ensuring petty cash disbursements are not for more than \$100.	NA	NA
3 Ensuring petty cash disbursements are made for only authorized	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	NA	NA
<b>CONTRACT ADMINISTRATION</b>		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Louis W. Edwards- Treasurer	Mary Mbeche - Asst. Treasurer
<b>PROPERTY MANAGEMENT</b>		
1 Performing the annual inventory.	Chris Durham - Functional Analyst 4	Louis W. Edwards- Treasurer
2 Ensuring the annual inventory was completed correctly.	Chris Durham - Functional Analyst 4	Louis W. Edwards- Treasurer
3 Tagging equipment.	Chris Durham - Functional Analyst 4	Louis W. Edwards- Treasurer
4 Approving requests for removal of equipment from campus.	Louis W. Edwards- Treasurer	Mary Mbeche Asst. Treasurer
<b>DISCLOSURE FORMS</b>		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Louis W. Edwards- Treasurer	
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Louis W. Edwards- Treasurer	
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	NA
<b>Responsible Person(s) (Name/Title)</b>		
<b>Description of Responsibility</b>	<b>Primary (Required)</b>	<b>Secondary (Optional)</b>
<b>ACCOUNTS RECEIVABLE</b>		
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	Fred Burnett - Manager, Treasury	Mary Mbeche - Asst. Treasurer
2	Ensuring that research expenditures are covered by funds from	NA	NA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources	Louis W. Edwards- Treasurer	Chris Durham - Functional Analyst
2	Ensuring that critical data back up occurs.	Louis W. Edwards- Treasurer	Chris Durham - Functional Analyst
3	Ensuring that procedures such as password controls are followed	Louis W. Edwards- Treasurer	Chris Durham - Functional Analyst
4	Reporting of suspected security violations.	Louis W. Edwards- Treasurer	Chris Durham - Functional Analyst