	1 00 000	_	Person(s) (Name/Title)
	tion of Responsibility	Primary (Required)	Secondary (Optional)
DEPAR	TMENTAL POLICIES & PROCEDURES / BASELINE		
TANE	ARDS		
1	Ensuring the Departmental Policy and Procedures manual is	Sonia Morales	Bill Spindler
	current.	Dir, Business Services	Exec Dir Col/Div Business Ops
2	Updating the Baseline Standards Form.	Sonia Morales	Bill Spindler
		Dir, Business Services	Exec Dir Col/Div Business Ops
INAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Celia Galvan	Sonia Morales
		Analyst, Financial 1	Dir, Business Services
2	Reviewing cost center verifications.	Sonia Morales	Rowena Castro
		Dir, Business Services	Asst Dir, Div Business Ops
3	Approving cost center verifications.	UIT Managers	Bill Spindler
			Exec Dir Col/Div Business Ops
4	Ensuring all cost centers are verified/approved on a timely basis.	Sonia Morales	Rowena Castro
		Dir, Business Services	Asst Dir, Div Business Ops
INAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Rowena Castro	Sonia Morales
		Asst Dir, Div Business Ops	Dir, Business Services
2	Ensuring the validity of travel and expense reimbursements.	Rowena Castro	Sonia Morales
_		Asst Dir, Div Business Ops	Dir. Business Services
3	Ensuring that goods and services are received and that timely	Rowena Castro	Sonia Morales
	payment is made.	Asst Dir, Div Business Ops	Dir, Business Services
4	Ensuring correct account coding on purchases documents.	Rowena Castro	Sonia Morales
7	Ensuring correct account country on purchases documents.	Asst Dir, Div Business Ops	Dir, Business Services
5	Primary contact for inquiries to expenditure transactions.	Rowena Castro	Sonia Morales
3	Timaly contact for inquires to expenditure transactions.	Asst Dir, Div Business Ops	Dir, Business Services
AVRO	DLL / HUMAN RESOURCES	Asst Dii, Div Business Ops	Dir, Business Services
/	JEE/ HOM/IN RESOURCES		
1	Ensuring all bi-weekly reported time and leave are approved	Bo Bartos	Rowena Castro
1	before the deadlines set by Payroll, so that the correct hours are	Asst, Financial 2	Asst Dir, Div Business Ops
	recorded and paid on each bi-weekly paycheck.	Asst, I manetai 2	Asst Dir, Div Business Ops
_		7. 7.	
2	Ensuring all monthly leave is recorded and approved before the	Bo Bartos	Rowena Castro
	deadlines set by Payroll.	Asst, Financial 2	Asst Dir, Div Business Ops
3	Reconciling approved reported time and leave (bi-weekly	Bo Bartos	Rowena Castro
	employees) and ePARs (monthly employees) to the trial and final	Asst, Financial 2	Asst Dir, Div Business Ops
	payroll verification reports.		
4	Completing termination clearance procedures.	Bo Bartos	Rowena Castro
		Asst, Financial 2	Asst Dir, Div Business Ops
5	Ensuring terminated employees are no longer charged to	Bo Bartos	Rowena Castro
	departmental cost centers.	Asst, Financial 2	Asst Dir, Div Business Ops
6	Maintaining departmental Personnel files.	Bo Bartos	Rowena Castro
		Asst, Financial 2	Asst Dir, Div Business Ops
7	Ensuring valid authorization of new hires.	Bo Bartos	Rowena Castro
		Asst, Financial 2	Asst Dir, Div Business Ops
8	Ensuring valid authorization of changes in compensation rates.	Bo Bartos	Rowena Castro
		Asst, Financial 2	Asst Dir, Div Business Ops
9	Ensuring the accurate input of changes to the HR System.	Bo Bartos	Rowena Castro
	1 gan as a	Asst, Financial 2	Asst Dir, Div Business Ops
10	Consistent and efficient responses to inquiries.	Bo Bartos	Rowena Castro

	4' 6D '1'1'4		Person(s) (Name/Title)
Description of Responsibility CASH HANDLING		Primary (Required)	Secondary (Optional)
CASH	HANDLING		
1	Collecting cash, checks, etc.	Celia Galvan	Annette Smith
1	Concerning cash, checks, etc.	Analyst, Financial 1	Coord, Financial 2
2	Reconciling cash, checks, etc. to receipts.	Rowena Castro	Sonia Morales
2	Reconcining cash, checks, etc. to receipts.	Asst Dir, Div Business Ops	
3	Preparing deposits.	Celia Galvan	Dir, Business Services Annette Smith
3	Preparing deposits.		
		Analyst, Financial 1	Coord, Financial 2
4	Preparing Journal Entries.	Celia Galvan	Annette Smith
		Analyst, Financial 1	Coord, Financial 2
5	Verifying deposits posted correctly in the Finance System.	Sonia Morales	Rowena Castro
		Dir, Business Services	Asst Dir, Div Business Ops
6	Adequacy of physical safeguards of cash receipts and equivalent.	Celia Galvan	Annette Smith
		Analyst, Financial 1	Coord, Financial 2
7	Secure deposits via UHDPS to Student Financial Services.	Celia Galvan	Annette Smith
		Analyst, Financial 1	Coord, Financial 2
8	Ensuring deposits are made timely.	Celia Galvan	Annette Smith
		Analyst, Financial 1	Coord, Financial 2
9	Ensuring all employees who handle cash have completed Cash	Rowena Castro	Sonia Morales
-	Security Procedures or Cash Deposit and Security Procedures	Asst Dir, Div Business Ops	Dir, Business Services
	training.	Lisst Bil, Bit Business ops	Dir, Business Bervices
10	Updating Cash Handling Procedures as needed.	Sonia Morales	Celia Galvan
10	opuating Cash Handring Frocedures as needed.	Dir, Business Services	Analyst, Financial 1
1.1	Distribution of Cook Handling Decordance to applications who	Sonia Morales	Celia Galvan
11	Distribution of Cash Handling Procedures to employees who		
	handle cash.	Dir, Business Services	Analyst, Financial 1
12	Consistent and efficient responses to inquiries.	Celia Galvan	Sonia Morales
		Analyst, Financial 1	Dir, Business Services
PETTY	CASH		
1	Preparing petty cash disbursements.	NA	NA
2	Farming and the second distance of the second description of the secon	NT A	NTA
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
3		NA	NA
-	purposes.	NT A	N/A
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
	disbursement.		
CONTR	RACT ADMINISTRATION		
1	Engradus demonstrating and a second second	Vananiaa I uma	Comia Monalas
1	Ensuring departmental personnel comply with contract	Veronica Luna	Sonia Morales
DODE	administration policies/procedures.	Analyst, Contract Compliance	Dir, Business Services
KOPE	RTY MANAGEMENT		
1	Performing the annual inventory.	Patrick Grizzaffi	Bill Spindler
•	2 strong the united inventory.	Mgr, IT Space/Assets	Exec Dir Col/Div Business Ops
2	Ensuring the annual inventory was completed correctly.	Patrick Grizzaffi	Bill Spindler
4	Linsuring the aimual inventory was completed correctly.		Exec Dir Col/Div Business Ops
2	Toosing againment	Mgr, IT Space/Assets	<u> </u>
3	Tagging equipment.	Patrick Grizzaffi	Bill Spindler
		Mgr, IT Space/Assets	Exec Dir Col/Div Business Ops
4	Approving requests for removal of equipment from campus.	Patrick Grizzaffi	Bill Spindler
		Mgr, IT Space/Assets	Exec Dir Col/Div Business Ops
DISCLO	OSURE FORMS		
1	Encuring all amployage with purphasing influence complete the	Rowena Castro	Sonia Morales
1	Ensuring all employees with purchasing influence complete the		
	annual Related Party disclosure statement online.	Asst Dir, Div Business Ops	Dir, Business Services
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Rowena Castro	Sonia Morales
	complete the Consulting disclosure statement online.	Asst Dir, Div Business Ops	Dir, Business Services

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	Responsible Person(s) (Name/Title)		son(s) (Name/Title)	
Description of Responsibility			Primary (Required)	Secondary (Optional)
3	Ensuring that all Principal and Co-Principal Investigators	NA		NA
	complete the annual Conflict of Interest disclosure statement for			
	the Division of Research.			

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		Responsible Person(s) (Name/Title)		
Description of Responsibility		Primary (Required)	Secondary (Optional)	
ACCO	UNTS RECEIVABLE			
1	Extending of credit.	NA	NA	
2	Billing.	Celia Galvan	Sonia Morales	
3	Collection.	Analyst, Financial 1 Celia Galyan	Dir, Business Services Sonia Morales	
		Analyst, Financial 1	Dir, Business Services	
4	Recording.	Celia Galvan Analyst, Financial 1	Sonia Morales Dir, Business Services	
5	Monitoring credit extended.	NA	NA	
6	Approving write-offs.	Bill Spindler Exec Dir Col/Div Business Ops	Sonia Morales Dir. Business Services	
NEGA	TIVE BALANCES		,	
1	Ensuring that all fund groups for each Dept ID have positive	Sonia Morales	Bill Spindler	
2	fund equity at year-end.  Ensuring that research expenditures are covered by funds from	Dir, Business Services NA	Exec Dir Col/Div Business Ops NA	
	sponsors.			
DEPAI	RTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	UIT Managers	NA	
2	Ensuring that critical data back up occurs.	UIT Staff	NA	
3	Ensuring that procedures such as password controls are followed.	UIT Technical Administrators NA		
	Reporting of suspected security violations.	UIT Staff	NA	