Description of Responsibility		Primary (Required)	Secondary (Optional)
		Responsible Person(s) (Name/Title)	
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
		N/A	Steve Lawrence, Assoc Dean, SBDC
2	Updating the Baseline Standards Form.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
		N/A	Christy Pennington, CBA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	La'Wanda Johnson, ABA-Finance	Khanh Nguyen, Program Director 1
2	Reviewing cost center verifications.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
3	Approving cost center verifications.	Melissa Niles, Deputy Director, SBDC Network Administration	N/A
4	Ensuring all cost centers are verified/approved on a timely basis.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
		N/A	Khanh Nguyen, Program Director 1
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
2	Ensuring the validity of travel and expense reimbursements.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
3	Ensuring that goods and services are received and that timely payment is made.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
4	Ensuring correct account coding on purchases documents.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
5	Primary contact for inquiries to expenditure transactions.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
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.	Teralene Ardoin, Office Coord	Jason Richard, Administrative Coord
		Le'Che Mayes, DBA	Christy Pennington, CBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Teralene Ardoin, Office Coord	Jason Richard, Administrative Coord
		Le'Che Mayes, DBA	Christy Pennington, CBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Teralene Ardoin, Office Coord	Jason Richard, Administrative Coord
		Le'Che Mayes, DBA	Christy Pennington, CBA
4	Completing termination clearance procedures.	Le'Che Mayes, DBA	La'Wanda Johnson, ABA-Finance
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
		N/A	Khanh Nguyen, Program Director 1
6	Maintaining departmental Personnel files.	Le'Che Mayes, DBA	Teralene Ardoin, Office Coord
7	Ensuring valid authorization of new hires.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
8	Ensuring valid authorization of changes in compensation rates.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
9	Ensuring the accurate input of changes to the HR System.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
10	Consistent and efficient responses to inquiries.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Le'Che Mayes, DBA	Terrolyn Gunter, Program Director 2
		Melissa Niles, Deputy Director, SBDC Network Administration	Julie Krovontka, UHCOBF Adminstrator
2	Reconciling cash, checks, etc. to receipts.	Le'Che Mayes, DBA	Donice Williams, Office Assistant
3	Preparing deposits.	Teralene Ardoin, Office Coord	Donice Williams, Office Assistant
4	Preparing Journal Entries.	Teralene Ardoin, Office Coord	Donice Williams, Office Assistant
5	Verifying deposits posted correctly in the Finance System.	La'Wanda Johnson, ABA-Finance	Melissa Niles, Deputy Director, SBDC Network Administration
		N/A	Khanh Nguyen, Program Director 1
6	Adequacy of physical safeguards of cash receipts and equivalent.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
7	Secure deposits via UHDPS to Student Financial Services.	Teralene Ardoin, Office Coord	Donice Williams, Office Assistant
8	Ensuring deposits are made timely.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
		N/A	Christy Pennington, CBA
10	Updating Cash Handling Procedures as needed.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
11	Distribution of Cash Handling Procedures to employees who handle cash.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
12	Consistent and efficient responses to inquiries.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than $100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
		N/A	Terrolyn Gunter, Program Director 2
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Chiadikaobi Ngobili, Microsystems Analyst 2	David Nguyen, Director, SBDC Information Systems
2	Ensuring the annual inventory was completed correctly.	Chiadikaobi Ngobili, Microsystems Analyst 2	David Nguyen, Director, SBDC Information Systems

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
3	Tagging equipment.	Chiadikaobi Ngobili, Microsystems Analyst 2	David Nguyen, Director, SBDC Information Systems
4	Approving requests for removal of equipment from campus.	Steve Lawrence, Assoc Dean, SBDC	Melissa Niles, Deputy Director, SBDC Network Administration
		Chiadikaobi Ngobili, Microsystems Analyst 2	David Nguyen, Director, SBDC Information Systems

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
		N/A	Christy Pennington, CBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
		N/A	Christy Pennington, CBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Melissa Niles, Deputy Director, SBDC Network Administration	Steve Lawrence, Assoc Dean, SBDC
2	Billing.	La'Wanda Johnson, ABA-Finance	Melissa Niles, Deputy Director, SBDC Network Administration
3	Collection.	La'Wanda Johnson, ABA-Finance	Melissa Niles, Deputy Director, SBDC Network Administration
4	Recording.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
5	Monitoring credit extended.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
6	Approving write-offs.	Melissa Niles, Deputy Director, SBDC Network Administration	Steve Lawrence, Assoc Dean, SBDC
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
		Khanh Nguyen, Program Director 1	Sara Brown, Executive Director, Academic Affairs
2	Ensuring that research expenditures are covered by funds from sponsors.	Le'Che Mayes, DBA	Melissa Niles, Deputy Director, SBDC Network Administration
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	David Nguyen, Director, SBDC Information Systems	Melissa Niles, Deputy Director, SBDC Network Administration
2	Ensuring that critical data back up occurs.	David Nguyen, Director, SBDC Information Systems	Melissa Niles, Deputy Director, SBDC Network Administration
3	Ensuring that procedures such as password controls are followed.	David Nguyen, Director, SBDC Information Systems	Melissa Niles, Deputy Director, SBDC Network Administration
4	Reporting of suspected security violations.	David Nguyen, Director, SBDC Information Systems	Melissa Niles, Deputy Director, SBDC Network Administration
		Thuthu Aye, Systems Administrator 1	Steve Lawrence, Assoc Dean, SBDC
		Chiadikaobi Ngobili, Microsystems Analyst 2	N/A