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

Department Name
Baseline Standards
FY YYYY

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
10	Consistent and efficient responses to inquiries.	Maria Martinez, Exec Director of Business Operations	

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Itzel Raimrez, Assistant Business Administrator	Jenine Cisco, Assistant Business Admi
2	Reconciling cash, checks, etc. to receipts.	Itzel Raimrez, Assistant Business Administrator	Jenine Cisco, Assistant Business Admi
3	Preparing deposits.	Itzel Raimrez, Assistant Business Administrator	Jenine Cisco, Assistant Business Admi
4	Preparing Journal Entries.	Itzel Raimrez, Assistant Business Administrator	Jenine Cisco, Assistant Business Admi
5	Verifying deposits posted correctly in the Finance System.	Jessica Torres, Department Business Administrator	Andrew Snyder, Department Business Administrator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Maria Martinez, Exec Director of Business Operations	
7	Secure deposits via UHDPS to Student Financial Services.	Itzel Raimrez, Assistant Business Administrator	Jenine Cisco, Assistant Business Admi
8	Ensuring deposits are made timely.	Maria Martinez, Exec Director of Business Operations	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Maria Martinez, Exec Director of Business Operations	
10	Updating Cash Handling Procedures as needed.	Maria Martinez, Exec Director of Business Operations	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Maria Martinez, Exec Director of Business Operations	
12	Consistent and efficient responses to inquiries.	Maria Martinez, Exec Director of Business Operations	
PETTY CASH			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than $100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Maria Martinez, Exec Director of Business Operations	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Daniel Pineda, Mgr, Coll/Div Info Svcs 1	

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
2	Ensuring the annual inventory was completed correctly.	Timothy Rosas, Dir, College IT Support	
3	Tagging equipment.	Daniel Pineda, Mgr, Coll/Div Info Svcs 1	
4	Approving requests for removal of equipment from campus.	Timothy Rosas, Dir, College IT Support	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Maria Martinez, Exec Director of Business Operations	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Maria Martinez, Exec Director of Business Operations	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Miranda Jasso, Research Administrator	

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