| 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.	Paul Scott, DBA	Dumonique Rayson, ABA
2 Updating the Baseline Standards Form.	Paul Scott, DBA	Dumonique Rayson, ABA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1 Preparing cost center verifications.	Dumonique Rayson, ABA	Brianna Carter, Financial Coord
2 Reviewing cost center verifications.	Paul Scott, DBA	Roberto Ballarini, Dept Chair/ PIs
3 Approving cost center verifications.	Roberto Ballarini, Dept Chair/ PIs	Paul Scott, DBA
4 Ensuring all cost centers are verified/approved on a timely basis.	Paul Scott, DBA	Dumonique Rayson, ABA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1 Ensuring valid authorization of purchase documents.	Paul Scott, DBA	Dumonique Rayson, ABA / Brianna Carter, Financial Coord
2 Ensuring the validity of travel and expense reimbursements.	Paul Scott, DBA	Dumonique Rayson, ABA / Brianna Carter, Financial Coord
3 Ensuring that goods and services are received and that timely payment is made.	Paul Scott, DBA	Dumonique Rayson, ABA / Brianna Carter, Financial Coord
4 Ensuring correct account coding on purchases documents.	Paul Scott, DBA	Dumonique Rayson, ABA / Brianna Carter, Financial Coord
5 Primary contact for inquiries to expenditure transactions.	Paul Scott, DBA	Dumonique Rayson, ABA / Brianna Carter, Financial Coord
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.	Dumonique Rayson, ABA	Paul Scott, DBA
2 Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Dumonique Rayson, ABA	Paul Scott, DBA
3 Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Dumonique Rayson, ABA	Paul Scott, DBA
4 Completing termination clearance procedures.	Dumonique Rayson, ABA	Paul Scott, DBA
5 Ensuring terminated employees are no longer charged to departmental cost centers.	Dumonique Rayson, ABA	Paul Scott, DBA
6 Maintaining departmental Personnel files.	Dumonique Rayson, ABA	Paul Scott, DBA
7 Ensuring valid authorization of new hires.	Dumonique Rayson, ABA	Paul Scott, DBA
8 Ensuring valid authorization of changes in compensation rates.	Dumonique Rayson, ABA	Paul Scott, DBA
9 Ensuring the accurate input of changes to the HR System.	Dumonique Rayson, ABA	Paul Scott, DBA

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
10	Consistent and efficient responses to inquiries.	Dumonique Rayson, ABA	Paul Scott, DBA

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Brianna Carter, Financial Coord	Paul Scott, DBA
2	Reconciling cash, checks, etc. to receipts.	Brianna Carter, Financial Coord	Paul Scott, DBA
3	Preparing deposits.	Brianna Carter, Financial Coord	Paul Scott, DBA
4	Preparing Journal Entries.	Brianna Carter, Financial Coord	Paul Scott, DBA
5	Verifying deposits posted correctly in the Finance System.	Paul Scott, DBA	Brianna Carter, Financial Coord
6	Adequacy of physical safeguards of cash receipts and equivalent.	Brianna Carter, Financial Coord	Paul Scott, DBA
7	Secure deposits via UHDPS to Student Financial Services.	Dean's Office	
8	Ensuring deposits are made timely.	Paul Scott, DBA	Dumonique Rayson, ABA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Paul Scott, DBA	Dean's Office
10	Updating Cash Handling Procedures as needed.	Steve Bangerter, Exec. Director of Business Ops	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Steve Bangerter, Exec. Director of Business Ops	
12	Consistent and efficient responses to inquiries.	Paul Scott, DBA	
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.	Paul Scott, DBA	Dumonique Rayson, ABA /Brianna Carter Financial Coord
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Yuanyuan Fang, Res. Lab Manager	Paul Scott, DBA

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
2	Ensuring the annual inventory was completed correctly.	Yuanyuan Fang, Res. Lab Manager	Paul Scott, DBA
3	Tagging equipment.	Yuanyuan Fang, Res. Lab Manager	Paul Scott, DBA
4	Approving requests for removal of equipment from campus.	Roberto Ballarini, Dept Chair/ PIs	Paul Scott, DBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Paul Scott, DBA	Dumonique Rayson, ABA /Brianna Carter Financial Coord
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Paul Scott, DBA	Dumonique Rayson, ABA /Brianna Carter Financial Coord
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Paul Scott, DBA	Roberto Ballarini, Department Chair

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Paul Scott, DBA	Roberto Ballarini, Department Chair
2	Ensuring that research expenditures are covered by funds from sponsors.	Principal Investigators	Paul Scott, DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Paul Scott, DBA	Roberto Ballarini, Department Chair
2	Ensuring that critical data back up occurs.	Ryan McConnell, ECC User Services Specialist	
3	Ensuring that procedures such as password controls are followed.	Ryan McConnell, ECC User Services Specialist	
4	Reporting of suspected security violations.	Ryan McConnell, ECC User Services Specialist	