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.	Steve Bangerter, Exe Dir of Busn Ops	April Blount, CBA
2 Updating the Baseline Standards Form.	April Blount, CBA	Steve Bangerter, Exec Dir Busn Ops
FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1 Preparing cost center verifications.	ABA(vacant), Student Workers(various)	Nicolette Keefover, DBA
2 Reviewing cost center verifications.	Nicolette Keefover, DBA	April Blount, CBA
3 Approving cost center verifications.	Appropriate Cost Center Manager or Delegate	Stephen Bangerter, Exe Dir Bus Ops
4 Ensuring all cost centers are verified/approved on a timely basis.	ABA(vacant), Nicolette Keefover, DBA	April Blount, CBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1 Ensuring valid authorization of purchase documents.	Nicolette Keefover, DBA ABA(vacant)	Steve Bangerter,Exe Dir of Bus Ops
2 Ensuring the validity of travel and expense reimbursements.	Nicolette Keefover, DBA ABA(vacant)	April Blount, CBA
3 Ensuring that goods and services are received and that timely payment is made.	Nicolette Keefover, DBA ABA(vacant)	April Blount, CBA
4 Ensuring correct account coding on purchases documents.	Nicolette Keefover, DBA ABA(vacant)	Steve Bangerter, Exe Dir Bus Ops, April Blount, CBA
5 Primary contact for inquiries to expenditure transactions.	Steve Bangerter, Exe Dir of Busn Ops	April Blount, CBA Nicolette Keefover, DBA
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.	Nicolette Keefover, DBA ABA(vacant)	April Blount, CBA Stephen Bangerter, Exe Dir Bus Ops
2 Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Nicolette Keefover, DBA ABA(vacant)	April Blount, CBA Stephen Bangerter, Exe Dir Bus Ops
3 Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Nicolette Keefover, DBA ABA(vacant)	April Blount, CBA Stephen Bangerter, Exe Dir Bus Ops
4 Completing termination clearance procedures.	Nicolette Keefover, DBA April Blount, CBA	April Blount, CBA
5 Ensuring terminated employees are no longer charged to departmental cost centers.	Nicolette Keefover, DBA ABA(vacant)	April Blount, CBA
6 Maintaining departmental Personnel files.	Nicolette Keefover, DBA ABA(vacant)	April Blount, CBA
7 Ensuring valid authorization of new hires.	Nicolette Keefover, DBA ABA(vacant)	April Blount, CBA

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
8	Ensuring valid authorization of changes in compensation rates.	Nicolette Keefover, DBA ABA(vacant)	April Blount, CBA Stephen Bangerter, Exe Dir Bus Ops
9	Ensuring the accurate input of changes to the HR System.	Nicolette Keefover, DBA ABA(vacant)	April Blount, CBA Stephen Bangerter, Exe Dir Bus Ops
10	Consistent and efficient responses to inquiries.	Nicolette Keefover, DBA ABA(vacant)	April Blount, CBA Stephen Bangerter, Exe Dir Bus Ops

Description of Responsibility	Responsible Person(s) (Name/Title)	
	Primary (Required)	Secondary (Optional)
CASH HANDLING		
1 Collecting cash, checks, etc.	Brenda Sarabia, PM1, Nicolette Keefover, DBA	April Blount, CBA Stephen Bangerter, Exe Dir Bus Ops
2 Reconciling cash, checks, etc. to receipts.	Nicolette Keefover, DBA ABA(vacant)	April Blount, CBA Stephen Bangerter, Exe Dir Bus Ops
3 Preparing deposits.	Nicolette Keefover, DBA ABA(vacant)	April Blount, CBA Stephen Bangerter, Exe Dir Bus Ops
4 Preparing Journal Entries.	Nicolette Keefover, DBA ABA(vacant)	April Blount, CBA Stephen Bangerter, Exe Dir Bus Ops
5 Verifying deposits posted correctly in the Finance System.	Nicolette Keefover, DBA ABA(vacant)	April Blount, CBA Stephen Bangerter, Exe Dir Bus Ops
6 Adequacy of physical safeguards of cash receipts and equivalent.	Nicolette Keefover, DBA ABA(vacant)	April Blount, CBA Stephen Bangerter, Exe Dir Bus Ops
7 Secure deposits via UHDPS to Student Financial Services.	Nicolette Keefover, DBA ABA(vacant)	April Blount, CBA Stephen Bangerter, Exe Dir Bus Ops
8 Ensuring deposits are made timely.	Nicolette Keefover, DBA ABA(vacant)	April Blount, CBA Stephen Bangerter, Exe Dir Bus Ops
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	April Blount, CBA	Stephen Bangerter, Exe Dir Bus Ops
10 Updating Cash Handling Procedures as needed.	April Blount, CBA	Stephen Bangerter, Exe Dir Bus Ops
11 Distribution of Cash Handling Procedures to employees who handle cash.	April Blount, CBA	Stephen Bangerter, Exe Dir Bus Ops
12 Consistent and efficient responses to inquiries.	April Blount, CBA	Stephen Bangerter, Exe Dir Bus Ops
PETTY CASH		
1 Preparing petty cash disbursements.	NA	NA
2 Ensuring petty cash disbursements are not for more than $100.	NA	NA
3 Ensuring petty cash disbursements are made for only authorized purposes.	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 disbursement.	NA	NA
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Nicolette Keefover, DBA	Stephen Bangerter, Exe Dir Bus Ops
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Nicolette Keefover, DBA April Blount, CBA	Stephen Bangerter, Exe Dir Bus Ops

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
2	Ensuring the annual inventory was completed correctly.	Nicolette Keefover, DBA April Blount, CBA	Stephen Bangerter, Exe Dir Bus Ops
3	Tagging equipment.	Nicolette Keefover, DBA	Stephen Bangerter, Exe Dir Bus Ops
4	Approving requests for removal of equipment from campus.	Steve Bangerter, Exe Dir of Busn Ops	April Blount, CBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Steve Bangerter, Exe Dir of Busn Ops	April Blount, CBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Steve Bangerter, Exe Dir of Busn Ops	April Blount, CBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Steve Bangerter, Exe Dir of Busn Ops	April Blount, CBA

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		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.	Steve Bangerter, Exe Dir of Busn Ops	April Blount, CBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Steve Bangerter, Exe Dir of Busn Ops	April Blount, CBA
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Manjunatha Shenoy, Dir IT	Dr. Shuresh Khator, Assoc Dean
2	Ensuring that critical data back up occurs.	Manjunatha Shenoy, Dir IT	Dr. Shuresh Khator, Assoc Dean
3	Ensuring that procedures such as password controls are followed.	Manjunatha Shenoy, Dir IT	Dr. Shuresh Khator, Assoc Dean
4	Reporting of suspected security violations.	Manjunatha Shenoy, Dir IT	Dr. Shuresh Khator, Assoc Dean