		1 1 2027	
	Responsible Person(s) (Name/Title)		
	otion of Responsibility	Primary (Required)	Secondary (Optional)
DEPAR	TMENTAL POLICIES & PROCEDURES / BASELINE		
STAND			
1	Ensuring the Departmental Policy and Procedures manual is	Jasminda Benjamin Roberts, DBA	
	current.		Carla Battles, ABA
2	Updating the Baseline Standards Form.	Jasminda Benjamin Roberts, DBA	Carla Battles, ABA
EIN A NA	L CIAL REPORTING - COST CENTER VERIFICATIONS		Caria Battles, ABA
FINAIN	SIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Carla Battles, ABA	
1	1 Topuling Cost Control Control	Ashley Moore, Admin Coord	
2	Reviewing cost center verifications.	Jasminda Benjamin Roberts, DBA	
3	Approving cost center verifications.	Department: Pradeep Sharma	
		Research grants/projects: PI	
4	Ensuring all cost centers are verified/approved on a timely basis.	Jasminda Benjamin Roberts, DBA	
			Carla Battles, ABA
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
	In the state of th		
1	Ensuring valid authorization of purchase documents.	Carla Battles, ABA	I ' I D ' ' D I (DD)
	Francisco de continto de conti	Louis 1. Decision's D. Leater DDA	Jasminda Benjamin Roberts, DBA
2	Ensuring the validity of travel and expense reimbursements.	Jasminda Benjamin Roberts, DBA	
		Carla Battles, ABA Mandi Salais, Program Manager	
3	Ensuring that goods and services are received and that timely	Carla Battles, ABA	
,	payment is made.	Ashley Moore, Admin Coord	Jasminda Benjamin Roberts, DBA
4	Ensuring correct account coding on purchases documents.	Carla Battles, ABA	bushimaa Benjanim 10001ts, BB11
		Mandi Salais, Program Manager	
		Ashley Moore, Admin Coord	Jasminda Benjamin Roberts, DBA
5	Primary contact for inquiries to expenditure transactions.	Carla Battles, ABA	
		Ashley Moore, Admin Coord	Jasminda Benjamin Roberts, DBA
PAYRO	DLL / HUMAN RESOURCES		
1	Ensuring all bi-weekly reported time and leave are approved	Tammy Engelbosch, ABA	
	before the deadlines set by Payroll, so that the correct hours are		
	recorded and paid on each bi-weekly paycheck.		Jasminda Benjamin Roberts, DBA
2	Ensuring all monthly leave is recorded and approved before the	Tammy Engelbosch, ABA	
	deadlines set by Payroll.		Jasminda Benjamin Roberts, DBA
3	Reconciling approved reported time and leave (bi-weekly	Tammy Engelbosch, ABA	
	employees) and ePARs (monthly employees) to the trial and		Instruction des Descriptions Description DDA
4	final payroll verification reports. Completing termination clearance procedures.	Tammy Engelbosch, ABA	Jasminda Benjamin Roberts, DBA
-	Completing termination clearance procedures.	Talliny Engelbosch, ABA	Jasminda Benjamin Roberts, DBA
5	Ensuring terminated employees are no longer charged to	Tammy Engelbosch, ABA	Justiniaa Benjanini Roberts, BBN
	departmental cost centers.	Tuming Engineering 1251	Jasminda Benjamin Roberts, DBA
6	Maintaining departmental Personnel files.	Tammy Engelbosch, ABA	,
			Jasminda Benjamin Roberts, DBA
7	Ensuring valid authorization of new hires.	Tammy Engelbosch, ABA	
			Jasminda Benjamin Roberts, DBA
8	Ensuring valid authorization of changes in compensation rates.	Tammy Engelbosch, ABA	
			Jasminda Benjamin Roberts, DBA
9	Ensuring the accurate input of changes to the HR System.	Tammy Engelbosch, ABA	
10		T F # 1 ADA	Jasminda Benjamin Roberts, DBA
10	Consistent and efficient responses to inquiries.	Tammy Engelbosch, ABA	Include Danis of Datase DDA
	<u>L</u>		Jasminda Benjamin Roberts, DBA

	FY 2024	
	Responsible Person(s) (Name/Title)	
tion of Responsibility	Primary (Required)	Secondary (Optional)
HANDLING		
Collecting cash, checks, etc.	Ashley Moore, Admin Coord	Carla Battles, ABA Jasminda Benjamin Roberts, DBA
Reconciling cash, checks, etc. to receipts.	Ashley Moore, Admin Coord	,
Preparing deposits.	Ashley Moore, Admin Coord	
Preparing Journal Entries.	Ashley Moore, Admin Coord	
Verifying deposits posted correctly in the Finance System.	Ashley Moore, Admin Coord	
Adequacy of physical safeguards of cash receipts and equivalent.	Ashley Moore, Admin Coord Jasminda Benjamin Roberts, DBA	Carla Battles, ABA
Secure deposits via UHDPS to Student Financial Services.	NA	NA
Ensuring deposits are made timely.	Jasminda Benjamin Roberts, DBA	Ashley Moore, Admin Coord
Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Mandi Salais, Admin. Asst. Jasminda Benjamin Roberts, DBA	Carla Battles, ABA
Updating Cash Handling Procedures as needed.	Jasminda Benjamin Roberts, DBA	,
Distribution of Cash Handling Procedures to employees who handle cash.	Jasminda Benjamin Roberts, DBA	
Consistent and efficient responses to inquiries.	Jasminda Benjamin Roberts, DBA	
Preparing petty cash disbursements.	NA	
Ensuring petty cash disbursements are not for more than \$100.	NA	
purposes.	NA	
Approving petty cash disbursements.	NA	
Replenishing the petty cash fund timely.	NA	
Ensuring the petty cash fund is balanced after each disbursement.	NA	
administration policies/procedures.	Carla Battles, ABA	Jasminda Benjamin Roberts, DBA
Performing the annual inventory.	Ashley Moore, Admin Coord	Jasminda Benjamin Roberts, DBA
Ensuring the annual inventory was completed correctly.	Ashley Moore, Admin Coord	Jasminda Benjamin Roberts, DBA
Tagging equipment.	Ashley Moore, Admin Coord	
	Pradeep Sharma, Chairman	
Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Jasminda Benjamin Roberts, DBA	
R	Reconciling cash, checks, etc. to receipts. Preparing deposits. Preparing Journal Entries. Verifying deposits posted correctly in the Finance System. Adequacy of physical safeguards of cash receipts and equivalent. Secure deposits via UHDPS to Student Financial Services. Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Updating Cash Handling Procedures as needed. Distribution of Cash Handling Procedures to employees who handle cash. Consistent and efficient responses to inquiries. CASH Preparing petty cash disbursements. Ensuring petty cash disbursements are not for more than \$100. Ensuring petty cash disbursements are made for only authorized purposes. Approving petty cash disbursements. Replenishing the petty cash fund timely. Ensuring the petty cash fund is balanced after each disbursement. RACT ADMINISTRATION Ensuring departmental personnel comply with contract administration policies/procedures. ERTY MANAGEMENT Performing the annual inventory. Ensuring the annual inventory was completed correctly. Tagging equipment. Approving requests for removal of equipment from campus. OSURE FORMS Ensuring all employees with purchasing influence complete the	Collecting cash, cheeks, etc. Collecting cash, cheeks, etc. Reconciling cash, cheeks, etc. Reconciling cash, cheeks, etc. Reconciling cash, cheeks, etc. Reconciling cash, cheeks, etc. Ashley Moore, Admin Coord Preparing Journal Entries. Ashley Moore, Admin Coord Ashley Moore, Admin Roberts, DBA NA Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures Insuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures Insuring all employees who handle cash Handling Procedures to employees who Jasminda Benjamin Roberts, DBA Jasminda Benjamin Roberts, DBA Jasminda Benjamin Roberts, DBA Jasminda Benjamin Roberts, DBA Ashley Moore, Admin Roberts, DBA Ashley Moore, Admin Roberts, DBA NA Ensuring petty cash disbursements are made for only authorized purposes. NA Replenishing the petty cash fund timely. Ensuring the petty cash fund timely. Ensuring departmental personnel comply with contract administration policies/procedures. RYY MANGEMENT Performing the annual inventory was completed correctly. Ashley Moore, Admin Coord Pradep Sharma, Chairman OSURE FORMS Ensuring all employees with purchasing influence complete the

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
2	Ensuring all full time, benefits eligible, exempt faculty and staff		
	complete the Consulting disclosure statement online.	Jasminda Benjamin Roberts, DBA	
3	Ensuring that all Principal and Co-Principal Investigators		
	complete the annual Conflict of Interest disclosure statement for		
	the Division of Research.	Jasminda Benjamin Roberts, DBA	

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	Responsible Person(s) (Name/Title)
tion of Responsibility	Primary (Required)	Secondary (Optional)
JNTS RECEIVABLE		• • • • • • • • • • • • • • • • • • • •
Extending of credit.	NA	
Billing.	NA	
Collection.	NA	
Recording.	NA	
Monitoring credit extended.	NA	
Approving write-offs.	NA	
TIVE BALANCES		
Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Jasminda Benjamin Roberts, DBA	
Ensuring that research expenditures are covered by funds from sponsors.	Jasminda Benjamin Roberts, DBA	
TMENTAL COMPUTING		
Management of the departments' information technology resources.	Manjunatha Shenoy, College Info. Security Officer	Eric Stern, USS3
Ensuring that critical data back up occurs.	Manjunatha Shenoy, College Info. Security Officer	Eric Stern, USS3
Ensuring that procedures such as password controls are followed.	Manjunatha Shenoy, College Info. Security Officer	Eric Stern, USS3
Reporting of suspected security violations.	Manjunatha Shenoy, College Info. Security Officer	Eric Stern, USS3
	Extending of credit. Billing. Collection. Recording. Monitoring credit extended. Approving write-offs. TVE BALANCES Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. Ensuring that research expenditures are covered by funds from sponsors. TMENTAL COMPUTING Management of the departments' information technology resources. Ensuring that critical data back up occurs. Ensuring that procedures such as password controls are followed.	Extending of credit. Extending of credit. NA Billing. NA Collection. NA Recording. NA Monitoring credit extended. Approving write-offs. NA Approving write-offs. Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. Ensuring that research expenditures are covered by funds from sponsors. TMENTAL COMPUTING Management of the departments' information technology resources. Ensuring that critical data back up occurs. Manjunatha Shenoy, College Info. Security Officer followed.

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