		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Avani Dave,Exec Dir, Bus & Fin Ops (COM)	Tramonquell Hill,Admnstr, Business, Dept (COM)
2	Updating the Baseline Standards Form.	Avani Dave,Exec Dir, Bus & Fin Ops (COM)	Tramonquell Hill,Admnstr, Business, Dept (COM)
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Tramonquell Hill,Admnstr, Business, Dept (COM)	
2	Reviewing cost center verifications.	Avani Dave,Exec Dir, Bus & Fin Ops (COM)	
3	Approving cost center verifications.	Cost Center Managers,Delegated Authority	
4	Ensuring all cost centers are verified/approved on a timely basis.	Avani Dave,Exec Dir, Bus & Fin Ops (COM)	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Tramonquell Hill,Admnstr, Business, Dept (COM)	Executive Administrative Assistant, VACANT/Assistant to the Dean, Wendy Evans
2	Ensuring the validity of travel and expense reimbursements.	Tramonquell Hill,Admnstr, Business, Dept (COM)	Executive Administrative Assistant, VACANT/Assistant to the Dean, Wendy Evans
3	Ensuring that goods and services are received and that timely payment is made.	Tramonquell Hill,Admnstr, Business, Dept (COM)	Executive Administrative Assistant, VACANT/Assistant to the Dean, Wendy Evans
4	Ensuring correct account coding on purchases documents.	Tramonquell Hill,Admnstr, Business, Dept (COM)	Executive Administrative Assistant, VACANT/Assistant to the Dean, Wendy Evans
5	Primary contact for inquiries to expenditure transactions.	Tramonquell Hill,Admnstr, Business, Dept (COM)	Executive Administrative Assistant, VACANT/Assistant to the Dean, Wendy Evans
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	Tramonquell Hill,Admnstr, Business, Dept (COM)	Admnstr, Business, Asst-Admin, Jerry Younger
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Tramonquell Hill,Admnstr, Business, Dept (COM)	Admnstr, Business, Asst-Admin, Jerry Younger
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Tramonquell Hill,Admnstr, Business, Dept (COM)	Admnstr, Business, Asst-Admin, Jerry Younger
4	Completing termination clearance procedures.	Tramonquell Hill,Admnstr, Business, Dept (COM)	Admnstr, Business, Asst-Admin, Jerry Younger
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Tramonquell Hill,Admnstr, Business, Dept (COM)	Admnstr, Business, Asst-Admin, Jerry Younger
6	Maintaining departmental Personnel files.	Tramonquell Hill,Admnstr, Business, Dept (COM)	Admnstr, Business, Asst-Admin, Jerry Younger
7	Ensuring valid authorization of new hires.	Tramonquell Hill,Admnstr, Business, Dept (COM)	Admnstr, Business, Asst-Admin, Jerry Younger
8	Ensuring valid authorization of changes in compensation rates.	Tramonquell Hill,Admnstr, Business, Dept (COM)	Admnstr, Business, Asst-Admin, Jerry Younger
9	Ensuring the accurate input of changes to the HR System.	Tramonquell Hill,Admnstr, Business, Dept (COM)	Admnstr, Business, Asst-Admin, Jerry Younger
10	Consistent and efficient responses to inquiries.	Tramonquell Hill,Admnstr, Business, Dept (COM)	Admnstr, Business, Asst-Admin, Jerry Younger

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.	Tramonquell Hill,Admnstr, Business, Dept (COM),Loan Villon,Admnstr, Business,	
2	Reconciling cash, checks, etc. to receipts.	Tramonquell Hill,Admnstr, Business, Dept (COM)	
3	Preparing deposits.	Loan Villon,Admnstr, Business, Dept (COM)	
4	Preparing Journal Entries.	Loan Villon,Admnstr, Business, Dept (COM)	
5	Verifying deposits posted correctly in the Finance System.	Avani Dave,Exec Dir, Bus & Fin Ops (COM)	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Loan Villon,Admnstr, Business, Dept (COM)	
7	Secure deposits via UHDPS to Student Financial Services.	Loan Villon,Admnstr, Business, Dept (COM)	
8	Ensuring deposits are made timely.	Loan Villon,Admnstr, Business, Dept (COM)	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Avani Dave,Exec Dir, Bus & Fin Ops (COM)	
10	Updating Cash Handling Procedures as needed.	Avani Dave,Exec Dir, Bus & Fin Ops (COM)	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Avani Dave,Exec Dir, Bus & Fin Ops (COM)	
12	Consistent and efficient responses to inquiries.	Tramonquell Hill,Admnstr, Business, Dept (COM),Loan Villon,Admnstr, Business,	
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than $100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Tramonquell Hill,Admnstr, Business, Dept (COM)	Avani Dave,Exec Dir, Bus & Fin Ops (COM)
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Vu Le, User Services Spec 3	
2	Ensuring the annual inventory was completed correctly.	Vu Le, User Services Spec 4	David Garcia, Dir Coll IT Inf&Data Anly COM
3	Tagging equipment.	Vu Le, User Services Spec 5	David Garcia, Dir Coll IT Inf&Data Anly COM
4	Approving requests for removal of equipment from campus.	David Garcia, Dir Coll IT Inf&Data Anly COM	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement	Tramonquell Hill,Admnstr, Business, Dept (COM)	Avani Dave,Exec Dir, Bus & Fin Ops (COM)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Tramonquell Hill,Admnstr, Business, Dept (COM)	Avani Dave,Exec Dir, Bus & Fin Ops (COM)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Tramonquell Hill,Admnstr, Business, Dept (COM)	Avani Dave,Exec Dir, Bus & Fin Ops (COM)

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
	ACCOUNTS RECEIVABLE		
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
	NEGATIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Tramonquell Hill,Admnstr, Business, Dept (COM)	Avani Dave,Exec Dir, Bus & Fin Ops (COM)
2	Ensuring that research expenditures are covered by funds from sponsors.	Tramonquell Hill,Admnstr, Business, Dept (COM)	Avani Dave,Exec Dir, Bus & Fin Ops (COM)
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	David Garcia, Dir Coll IT Inf&Data Anly COM	
2	Ensuring that critical data back up occurs.	David Garcia, Dir Coll IT Inf&Data Anly COM	
3	Ensuring that procedures such as password controls are followed.	David Garcia, Dir Coll IT Inf&Data Anly COM	
4	Reporting of suspected security violations.	David Garcia, Dir Coll IT Inf&Data Anly COM	