

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 Roch, College Business Administrator	use Business Managers Survival Guide ; MAPP; supplemented as needed
2	Updating the Baseline Standards Form.	Paul Roch, College Business Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Mari Allen, Department Business Administrator	
2	Reviewing cost center verifications.	Paul Roch, College Business Administrator (as delegate)	
3	Approving cost center verifications.	Paul Roch, College Business Administrator (as delegate)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Paul Roch, College Business Administrator (as delegate)	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Mari Allen, Department Business Administrator	Karen Tran and Thu Nguyen, Department Business Administrators
2	Ensuring the validity of travel and expense reimbursements.	Mari Allen, Department Business Administrator	Karen Tran and Thu Nguyen, Department Business Administrators
3	Ensuring that goods and services are received and that timely payment is made.	Mari Allen, Department Business Administrator	Karen Tran and Thu Nguyen, Department Business Administrators
4	Ensuring correct account coding on purchases documents.	Mari Allen, Department Business Administrator	Karen Tran and Thu Nguyen, Department Business Administrators
5	Primary contact for inquiries to expenditure transactions.	Mari Allen, Department Business Administrator	Karen Tran and Thu Nguyen, Department Business Administrators
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Margaret Spangler, Financial Coordinator 1	
2	Reconciling bi-weekly leave accruals to the HR System.	Margaret Spangler, Financial Coordinator 1	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Margaret Spangler, Financial Coordinator 1	
4	Ensuring all monthly leave is recorded and approved in the HR System.	Mari Allen, Department Business Administrator	Karen Tran and Thu Nguyen, Department Business Administrators
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Mari Allen, Department Business Administrator	Karen Tran and Thu Nguyen, Department Business Administrators
6	Completing termination clearance procedures.	Mari Allen, Department Business Administrator	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Mari Allen, Department Business Administrator	Karen Tran and Thu Nguyen, Department Business Administrators
8	Paycheck distribution.	NA	
9	Maintaining departmental Personnel files.	Mari Allen, Department Business Administrator	Paul Roch, College Business Administrator
10	Ensuring valid authorization of new hires.	Mari Allen, Department Business Administrator	Karen Tran and Thu Nguyen, Department Business Administrators

11	Ensuring valid authorization of changes in compensation rates.	Paul Roch, College Business Administrator	
12	Ensuring the accurate input of changes to the HR System.	Mari Allen, Department Business Administrator	Karen Tran and Thu Nguyen, Department Business Administrators
13	Propriety of leave account classification on time records.	Mari Allen, Department Business Administrator	Karen Tran and Thu Nguyen, Department Business Administrators
14	Consistent and efficient responses to inquiries.	Mari Allen, Department Business Administrator	Karen Tran and Thu Nguyen, Department Business Administrators
CASH HANDLING			
1	Collecting cash, checks, etc.	Mari Allen, Department Business Administrator	Karen Tran and Thu Nguyen, Department Business Administrators
2	Reconciling cash, checks, etc. to receipts.	Mari Allen, Department Business Administrator	Karen Tran and Thu Nguyen, Department Business Administrators
3	Preparing deposits.	Mari Allen, Department Business Administrator	Karen Tran and Thu Nguyen, Department Business Administrators
4	Preparing Journal Entries.	Mari Allen, Department Business Administrator	Karen Tran and Thu Nguyen, Department Business Administrators
5	Verifying deposits posted correctly in the Finance System.	Mari Allen, Department Business Administrator	Karen Tran and Thu Nguyen, Department Business Administrators
6	Adequacy of physical safeguards.	Mari Allen, Department Business Administrator	Karen Tran and Thu Nguyen, Department Business Administrators
7	Transporting deposits to Student Financial Services.	Police	
8	Ensuring deposits are made timely.	Mari Allen, Department Business Administrator	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Paul Roch, College Business Administrator	
10	Updating Cash Handling Procedures as needed.	Paul Roch, College Business Administrator	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Paul Roch, College Business Administrator	
12	Consistent and efficient responses to inquiries.	Paul Roch, College Business Administrator	
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	
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	Mari Allen, Department Business Administrator	Paul Roch, College Business Administrator
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Mari Allen, Department Business Administrator	Paul Roch, College Business Administrator

CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	NA	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Daniel Pineda, User Service Specialist 2	
2	Ensuring the annual inventory was completed correctly.	Daniel Pineda, User Service Specialist 2	Paul Roch, College Business Administrator
3	Tagging equipment.	Daniel Pineda, User Service Specialist 2	Tim Rosas, Director of CITE
4	Approving requests for removal of equipment from campus.	Daniel Pineda, User Service Specialist 2	Tim Rosas, Director of CITE
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Paul Roch, College Business Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online	Paul Roch, College Business Administrator	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Paul Roch, College Business Administrator	
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.	Mari Allen, Department Business Administrator	Paul Roch, College Business Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	Lena Mitchell, Research Administrator	Paul Roch, College Business Administrator
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Tim Rosas, Director of CITE	
2	Ensuring that critical data back up occurs.	Tim Rosas, Director of CITE	
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	Tim Rosas, Director of CITE	

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2	Updating the Baseline Standards Form.	Paul Roch, College Business Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Thu Nguyen, Department Business Administrator	
2	Reviewing cost center verifications.	Paul Roch, College Business Administrator (as delegate)	
3	Approving cost center verifications.	Paul Roch, College Business Administrator (as delegate)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Paul Roch, College Business Administrator (as delegate)	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
2	Ensuring the validity of travel and expense reimbursements.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
3	Ensuring that goods and services are received and that timely payment is made.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
4	Ensuring correct account coding on purchases documents.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
5	Primary contact for inquiries to expenditure transactions.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Margaret Spangler, Financial Coordinator 1	
2	Reconciling bi-weekly leave accruals to the HR System.	Margaret Spangler, Financial Coordinator 1	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Margaret Spangler, Financial Coordinator 1	
4	Ensuring all monthly leave is recorded and approved in the HR System.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
6	Completing termination clearance procedures.	Thu Nguyen, Department Business Administrator	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
8	Paycheck distribution.	NA	
9	Maintaining departmental Personnel files.	Thu Nguyen, Department Business Administrator	Paul Roch, College Business Administrator
10	Ensuring valid authorization of new hires.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators

11	Ensuring valid authorization of changes in compensation rates.	Paul Roch, College Business Administrator	
12	Ensuring the accurate input of changes to the HR System.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
13	Propriety of leave account classification on time records.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
14	Consistent and efficient responses to inquiries.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
CASH HANDLING			
1	Collecting cash, checks, etc.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
2	Reconciling cash, checks, etc. to receipts.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
3	Preparing deposits.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
4	Preparing Journal Entries.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
5	Verifying deposits posted correctly in the Finance System.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
6	Adequacy of physical safeguards.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
7	Transporting deposits to Student Financial Services.	Police	
8	Ensuring deposits are made timely.	Thu Nguyen, Department Business Administrator	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Paul Roch, College Business Administrator	
10	Updating Cash Handling Procedures as needed.	Paul Roch, College Business Administrator	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Paul Roch, College Business Administrator	
12	Consistent and efficient responses to inquiries.	Paul Roch, College Business Administrator	
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	
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	Thu Nguyen, Department Business Administrator	Paul Roch, College Business Administrator

2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Thu Nguyen, Department Business Administrator	Paul Roch, College Business Administrator
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	NA	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Daniel Pineda, User Service Specialist 2	
2	Ensuring the annual inventory was completed correctly.	Daniel Pineda, User Service Specialist 2	Paul Roch, College Business Administrator
3	Tagging equipment.	Daniel Pineda, User Service Specialist 2	Tim Rosas, Director of CITE
4	Approving requests for removal of equipment from campus.	Daniel Pineda, User Service Specialist 2	Tim Rosas, Director of CITE
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Paul Roch, College Business Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online	Paul Roch, College Business Administrator	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Paul Roch, College Business Administrator	
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.	Thu Nguyen, Department Business Administrator	Paul Roch, College Business Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	Lena Mitchell, Research Administrator	Paul Roch, College Business Administrator
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Tim Rosas, Director of CITE	
2	Ensuring that critical data back up occurs.	Tim Rosas, Director of CITE	
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	Tim Rosas, Director of CITE	

Description of Responsibility

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Primary (Required) Secondary (Optional)

DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Paul Roch, College Business Administrator	use Business Managers Survival Guide ; MAPP; supplemented as needed
2	Updating the Baseline Standards Form.	Paul Roch, College Business Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Karen Tran, Department Business Administrator	
2	Reviewing cost center verifications.	Paul Roch, College Business Administrator (as delegate)	
3	Approving cost center verifications.	Paul Roch, College Business Administrator (as delegate)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Paul Roch, College Business Administrator (as delegate)	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Karen Tran, Department Business Administrator	Thu Nguyen and Mari Allen, Department Business Administrators
2	Ensuring the validity of travel and expense reimbursements.	Karen Tran, Department Business Administrator	Thu Nguyen and Mari Allen, Department Business Administrators
3	Ensuring that goods and services are received and that timely payment is made.	Karen Tran, Department Business Administrator	Thu Nguyen and Mari Allen, Department Business Administrators
4	Ensuring correct account coding on purchases documents.	Karen Tran, Department Business Administrator	Thu Nguyen and Mari Allen, Department Business Administrators
5	Primary contact for inquiries to expenditure transactions.	Karen Tran, Department Business Administrator	Thu Nguyen and Mari Allen, Department Business Administrators
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Margaret Spangler, Financial Coordinator 1	
2	Reconciling bi-weekly leave accruals to the HR System.	Margaret Spangler, Financial Coordinator 1	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Margaret Spangler, Financial Coordinator 1	
4	Ensuring all monthly leave is recorded and approved in the HR System.	Karen Tran, Department Business Administrator	Thu Nguyen and Mari Allen, Department Business Administrators
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Karen Tran, Department Business Administrator	Thu Nguyen and Mari Allen, Department Business Administrators
6	Completing termination clearance procedures.	Karen Tran, Department Business Administrator	Thu Nguyen and Mari Allen, Department Business Administrators
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Karen Tran, Department Business Administrator	Thu Nguyen and Mari Allen, Department Business Administrators
8	Paycheck distribution.	NA	
9	Maintaining departmental Personnel files.	Karen Tran, Department Business Administrator	Paul Roch, College Business Administrator
10	Ensuring valid authorization of new hires.	Karen Tran, Department Business Administrator	Thu Nguyen and Mari Allen, Department Business Administrators

11	Ensuring valid authorization of changes in compensation rates.	Paul Roch, College Business Administrator	
12	Ensuring the accurate input of changes to the HR System.	Karen Tran, Department Business Administrator	Thu Nguyen and Mari Allen, Department Business Administrators
13	Propriety of leave account classification on time records.	Karen Tran, Department Business Administrator	Thu Nguyen and Mari Allen, Department Business Administrators
14	Consistent and efficient responses to inquiries.	Karen Tran, Department Business Administrator	Thu Nguyen and Mari Allen, Department Business Administrators
CASH HANDLING			
1	Collecting cash, checks, etc.	Karen Tran, Department Business Administrator	Thu Nguyen and Mari Allen, Department Business Administrators
2	Reconciling cash, checks, etc. to receipts.	Karen Tran, Department Business Administrator	Thu Nguyen and Mari Allen, Department Business Administrators
3	Preparing deposits.	Karen Tran, Department Business Administrator	Thu Nguyen and Mari Allen, Department Business Administrators
4	Preparing Journal Entries.	Karen Tran, Department Business Administrator	Thu Nguyen and Mari Allen, Department Business Administrators
5	Verifying deposits posted correctly in the Finance System.	Karen Tran, Department Business Administrator	Thu Nguyen and Mari Allen, Department Business Administrators
6	Adequacy of physical safeguards.	Karen Tran, Department Business Administrator	Thu Nguyen and Mari Allen, Department Business Administrators
7	Transporting deposits to Student Financial Services.	Police	
8	Ensuring deposits are made timely.	Karen Tran, Department Business Administrator	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Paul Roch, College Business Administrator	
10	Updating Cash Handling Procedures as needed.	Paul Roch, College Business Administrator	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Paul Roch, College Business Administrator	
12	Consistent and efficient responses to inquiries.	Paul Roch, College Business Administrator	
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	
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	Karen Tran, Department Business Administrator	Paul Roch, College Business Administrator

2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Karen Tran, Department Business Administrator	Paul Roch, College Business Administrator
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	NA	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Daniel Pineda, User Service Specialist 2	
2	Ensuring the annual inventory was completed correctly.	Daniel Pineda, User Service Specialist 2	Paul Roch, College Business Administrator
3	Tagging equipment.	Daniel Pineda, User Service Specialist 2	Tim Rosas, Director of CITE
4	Approving requests for removal of equipment from campus.	Daniel Pineda, User Service Specialist 2	Tim Rosas, Director of CITE
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Paul Roch, College Business Administrator	
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3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Paul Roch, College Business Administrator	
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.	Karen Tran, Department Business Administrator	Paul Roch, College Business Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	Lena Mitchell, Research Administrator	Karen Tran, Department Business Administrator
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Tim Rosas, Director of CITE	
2	Ensuring that critical data back up occurs.	Tim Rosas, Director of CITE	
3	Ensuring that procedures such as password controls are followed.	UH Systems	
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1	Ensuring the Departmental Policy and Procedures manual is current.	Paul Roch, College Business Administrator	use Business Managers Survival Guide ; MAPP; supplemented as needed
2	Updating the Baseline Standards Form.	Paul Roch, College Business Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Saundra McNeese, Asst. Dir CMCD	
2	Reviewing cost center verifications.	Saundra McNeese, Asst. Dir CMCD	
3	Approving cost center verifications.	Paul Roch, College Business Administrator (as delegate)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Paul Roch, College Business Administrator (as delegate)	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Saundra McNeese, Asst. Dir CMCD	Karen Tran, Mari Allen, and Thu Nguyen Department Business Administrators
2	Ensuring the validity of travel and expense reimbursements.	Saundra McNeese, Asst. Dir CMCD	Karen Tran, Mari Allen, and Thu Nguyen Department Business Administrators
3	Ensuring that goods and services are received and that timely payment is made.	Saundra McNeese, Asst. Dir CMCD	Karen Tran, Mari Allen, and Thu Nguyen Department Business Administrators
4	Ensuring correct account coding on purchases documents.	Saundra McNeese, Asst. Dir CMCD	Karen Tran, Mari Allen, and Thu Nguyen Department Business Administrators
5	Primary contact for inquiries to expenditure transactions.	Saundra McNeese, Asst. Dir CMCD	Karen Tran, Mari Allen, and Thu Nguyen Department Business Administrators
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Margaret Spangler, Financial Coordinator 1	
2	Reconciling bi-weekly leave accruals to the HR System.	Margaret Spangler, Financial Coordinator 1	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Margaret Spangler, Financial Coordinator 1	
4	Ensuring all monthly leave is recorded and approved in the HR System.	Saundra McNeese, Asst. Dir CMCD	Karen Tran, Mari Allen, and Thu Nguyen Department Business Administrators
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Thu Nguyen, Department Business Administrator	Karen Tran, Mari Allen, and Thu Nguyen Department Business Administrators
6	Completing termination clearance procedures.	Saundra McNeese, Asst. Dir CMCD	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Saundra McNeese, Asst. Dir CMCD	Karen Tran and Mari Allen, Department Business Administrators
8	Paycheck distribution.	NA	
9	Maintaining departmental Personnel files.	Saundra McNeese, Asst. Dir CMCD	Paul Roch, College Business Administrator
10	Ensuring valid authorization of new hires.	Saundra McNeese, Asst. Dir CMCD	Karen Tran, Mari Allen, and Thu Nguyen Department Business Administrators

11	Ensuring valid authorization of changes in compensation rates.	Paul Roch, College Business Administrator	
12	Ensuring the accurate input of changes to the HR System.	Saundra McNeese, Asst. Dir CMCD	Karen Tran, Mari Allen, and Thu Nguyen Department Business Administrators
13	Propriety of leave account classification on time records.	Saundra McNeese, Asst. Dir CMCD	Karen Tran, Mari Allen, and Thu Nguyen Department Business Administrators
14	Consistent and efficient responses to inquiries.	Saundra McNeese, Asst. Dir CMCD	Karen Tran, Mari Allen, and Thu Nguyen Department Business Administrators
CASH HANDLING			
1	Collecting cash, checks, etc.	Saundra McNeese, Asst. Dir CMCD	Karen Tran, Mari Allen, and Thu Nguyen Department Business Administrators
2	Reconciling cash, checks, etc. to receipts.	Saundra McNeese, Asst. Dir CMCD	Karen Tran, Mari Allen, and Thu Nguyen Department Business Administrators
3	Preparing deposits.	Saundra McNeese, Asst. Dir CMCD	Karen Tran, Mari Allen, and Thu Nguyen Department Business Administrators
4	Preparing Journal Entries.	Saundra McNeese, Asst. Dir CMCD	Karen Tran, Mari Allen, and Thu Nguyen Department Business Administrators
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6	Adequacy of physical safeguards.	Saundra McNeese, Asst. Dir CMCD	Karen Tran, Mari Allen, and Thu Nguyen Department Business Administrators
7	Transporting deposits to Student Financial Services.	Police	
8	Ensuring deposits are made timely.	Saundra McNeese, Asst. Dir CMCD	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Paul Roch, College Business Administrator	
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6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	Thu Nguyen, Department Business Administrator	Paul Roch, College Business Administrator

2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Thu Nguyen, Department Business Administrator	Paul Roch, College Business Administrator
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	NA	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Reginald Alexander, Coord, CMCD Effectiveness	Daniel Pineda, User Service Specialist 2
2	Ensuring the annual inventory was completed correctly.	Reginald Alexander, Coord, CMCD Effectiveness	Paul Roch, College Business Administrator
3	Tagging equipment.	Reginald Alexander, Coord, CMCD Effectiveness	Daniel Pineda, User Service Specialist 2
4	Approving requests for removal of equipment from campus.	Reginald Alexander, Coord, CMCD Effectiveness	Daniel Pineda, User Service Specialist 2
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Paul Roch, College Business Administrator	
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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.	Saundra McNeese, Asst. Dir CMCD	Paul Roch, College Business Administrator
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DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Tim Rosas, Director of CITE	
2	Ensuring that critical data back up occurs.	Tim Rosas, Director of CITE	
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2	Updating the Baseline Standards Form.	Paul Roch, College Business Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Thu Nguyen, Department Business Administrator	
2	Reviewing cost center verifications.	Paul Roch, College Business Administrator (as delegate)	
3	Approving cost center verifications.	Paul Roch, College Business Administrator (as delegate)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Paul Roch, College Business Administrator (as delegate)	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
2	Ensuring the validity of travel and expense reimbursements.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
3	Ensuring that goods and services are received and that timely payment is made.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
4	Ensuring correct account coding on purchases documents.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
5	Primary contact for inquiries to expenditure transactions.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Margaret Spangler, Financial Coordinator 1	
2	Reconciling bi-weekly leave accruals to the HR System.	Margaret Spangler, Financial Coordinator 1	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Margaret Spangler, Financial Coordinator 1	
4	Ensuring all monthly leave is recorded and approved in the HR System.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
6	Completing termination clearance procedures.	Thu Nguyen, Department Business Administrator	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
8	Paycheck distribution.	NA	
9	Maintaining departmental Personnel files.	Thu Nguyen, Department Business Administrator	Paul Roch, College Business Administrator
10	Ensuring valid authorization of new hires.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators

11	Ensuring valid authorization of changes in compensation rates.	Paul Roch, College Business Administrator	
12	Ensuring the accurate input of changes to the HR System.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
13	Propriety of leave account classification on time records.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
14	Consistent and efficient responses to inquiries.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
CASH HANDLING			
1	Collecting cash, checks, etc.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
2	Reconciling cash, checks, etc. to receipts.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
3	Preparing deposits.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
4	Preparing Journal Entries.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
5	Verifying deposits posted correctly in the Finance System.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
6	Adequacy of physical safeguards.	Thu Nguyen, Department Business Administrator	Karen Tran and Mari Allen, Department Business Administrators
7	Transporting deposits to Student Financial Services.	Police	
8	Ensuring deposits are made timely.	Thu Nguyen, Department Business Administrator	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Paul Roch, College Business Administrator	
10	Updating Cash Handling Procedures as needed.	Paul Roch, College Business Administrator	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Paul Roch, College Business Administrator	
12	Consistent and efficient responses to inquiries.	Paul Roch, College Business Administrator	
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	
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	Thu Nguyen, Department Business Administrator	Paul Roch, College Business Administrator

2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Thu Nguyen, Department Business Administrator	Paul Roch, College Business Administrator
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	NA	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Daniel Pineda, User Service Specialist 2	
2	Ensuring the annual inventory was completed correctly.	Daniel Pineda, User Service Specialist 2	Paul Roch, College Business Administrator
3	Tagging equipment.	Daniel Pineda, User Service Specialist 2	Tim Rosas, Director of CITE
4	Approving requests for removal of equipment from campus.	Daniel Pineda, User Service Specialist 2	Tim Rosas, Director of CITE
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Paul Roch, College Business Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online	Paul Roch, College Business Administrator	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Paul Roch, College Business Administrator	
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.	Thu Nguyen, Department Business Administrator	Paul Roch, College Business Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	Lena Mitchell, Research Administrator	Paul Roch, College Business Administrator
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Tim Rosas, Director of CITE	
2	Ensuring that critical data back up occurs.	Tim Rosas, Director of CITE	
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	Tim Rosas, Director of CITE	

Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Paul Roch, College Business Administrator	use Business Managers Survival Guide ; MAPP; supplemented as needed
2	Updating the Baseline Standards Form.	Paul Roch, College Business Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Rodger Burke, Administrative Coordinator	
2	Reviewing cost center verifications.	Paul Roch, College Business Administrator (as delegate)	
3	Approving cost center verifications.	Paul Roch, College Business Administrator (as delegate)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Paul Roch, College Business Administrator (as delegate)	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Mari Allen, Dept. Business Admin.	Karen Tran and Thu Nguyen, Department Business Administrators
2	Ensuring the validity of travel and expense reimbursements.	Mari Allen, Dept. Business Admin.	Karen Tran and Thu Nguyen, Department Business Administrators
3	Ensuring that goods and services are received and that timely payment is made.	Mari Allen, Dept. Business Admin.	Karen Tran and Thu Nguyen, Department Business Administrators
4	Ensuring correct account coding on purchases documents.	Mari Allen, Dept. Business Admin.	Karen Tran and Thu Nguyen, Department Business Administrators
5	Primary contact for inquiries to expenditure transactions.	Mari Allen, Dept. Business Admin.	Karen Tran and Thu Nguyen, Department Business Administrators
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Margaret Spangler, Financial Coordinator 1	
2	Reconciling bi-weekly leave accruals to the HR System.	Margaret Spangler, Financial Coordinator 1	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Margaret Spangler, Financial Coordinator 1	
4	Ensuring all monthly leave is recorded and approved in the HR System.	Mari Allen, Dept. Business Admin.	Karen Tran and Thu Nguyen, Department Business Administrators
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Mari Allen, Dept. Business Admin.	Karen Tran and Thu Nguyen, Department Business Administrators
6	Completing termination clearance procedures.	Rodger Burke, Administrative Coordinator	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Mari Allen, Dept. Business Admin.	Karen Tran and Thu Nguyen, Department Business Administrators
8	Paycheck distribution.	NA	
9	Maintaining departmental Personnel files.	Rodger Burke, Administrative Coordinator	Paul Roch, College Business Administrator
10	Ensuring valid authorization of new hires.	Mari Allen, Dept. Business Admin.	Karen Tran and Thu Nguyen, Department Business Administrators

11	Ensuring valid authorization of changes in compensation rates.	Paul Roch, College Business Administrator	
12	Ensuring the accurate input of changes to the HR System.	Mari Allen, Dept. Business Admin.	Karen Tran and Thu Nguyen, Department Business Administrators
13	Propriety of leave account classification on time records.	Mari Allen, Dept. Business Admin.	Karen Tran and Thu Nguyen, Department Business Administrators
14	Consistent and efficient responses to inquiries.	Rodger Burke, Administrative Coordinator	Paul Roch, College Business Administrator
CASH HANDLING			
1	Collecting cash, checks, etc.	NA	
2	Reconciling cash, checks, etc. to receipts.	NA	
3	Preparing deposits.	NA	
4	Preparing Journal Entries.	NA	
5	Verifying deposits posted correctly in the Finance System.	NA	
6	Adequacy of physical safeguards.	NA	
7	Transporting deposits to Student Financial Services.	NA	
8	Ensuring deposits are made timely.	NA	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	NA	
10	Updating Cash Handling Procedures as needed.	NA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	NA	
12	Consistent and efficient responses to inquiries.	NA	
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	
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	Rodger Burke, Administrative Coordinator	Paul Roch, College Business Administrator
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Rodger Burke, Administrative Coordinator	Paul Roch, College Business Administrator
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	NA	
PROPERTY MANAGEMENT			

1	Performing the annual inventory.	Daniel Pineda, User Service Specialist 2	
2	Ensuring the annual inventory was completed correctly.	Daniel Pineda, User Service Specialist 2	Paul Roch, College Business Administrator
3	Tagging equipment.	Daniel Pineda, User Service Specialist 2	Tim Rosas, Director of CITE
4	Approving requests for removal of equipment from campus.	Daniel Pineda, User Service Specialist 2	Tim Rosas, Director of CITE
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Paul Roch, College Business Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online	Paul Roch, College Business Administrator	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Paul Roch, College Business Administrator	
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.	Mari Allen, Dept. Business Admin.	Paul Roch, College Business Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Tim Rosas, Director of CITE	
2	Ensuring that critical data back up occurs.	Tim Rosas, Director of CITE	
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	Tim Rosas, Director of CITE	

Charter School H0441
Baseline Standards
FY2013

H0441: Charter School 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 Roch, College Business Administrator	use Business Managers Survival Guide ; MAPP; supplemented as needed
2	Updating the Baseline Standards Form.	Paul Roch, College Business Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Mari Allen, Dept. Business Admin.	
2	Reviewing cost center verifications.	Paul Roch, College Business Administrator	
3	Approving cost center verifications.	Paul Roch, College Business Administrator (as delegate)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Paul Roch, College Business Administrator (as delegate)	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Mari Allen, Dept. Business Admin.	Lena Mitchell, Research Administrator
2	Ensuring the validity of travel and expense reimbursements.	Mari Allen, Dept. Business Admin.	Lena Mitchell, Research Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Patricia Paquin, School Administrator	Mari Allen, Dept. Business Admin.
4	Ensuring correct account coding on purchases documents.	Mari Allen, Dept. Business Admin.	Lena Mitchell, Research Administrator
5	Primary contact for inquiries to expenditure transactions.	Patricia Paquin, School Administrator	Mari Allen, Dept. Business Admin.
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Margaret Spangler, Financial Coordinator 1	
2	Reconciling bi-weekly leave accruals to the HR System.	Margaret Spangler, Financial Coordinator 1	
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Margaret Spangler, Financial Coordinator 1	
4	Ensuring all monthly leave is recorded and approved in the HR System.	Mari Allen, Dept. Business Admin.	
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Mari Allen, Dept. Business Admin.	
6	Completing termination clearance procedures.	Patricia Paquin, School Administrator	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Mari Allen, Dept. Business Admin.	
8	Paycheck distribution.	NA	
9	Maintaining departmental Personnel files.	Patricia Paquin, School Administrator	Paul Roch, College Business Administrator
10	Ensuring valid authorization of new hires.	Mari Allen, Dept. Business Admin.	Paul Roch, College Business Administrator
11	Ensuring valid authorization of changes in compensation rates.	Mari Allen, Dept. Business Admin.	Paul Roch, College Business Administrator
12	Ensuring the accurate input of changes to the HR System.	Mari Allen, Dept. Business Admin.	Paul Roch, College Business Administrator
13	Propriety of leave account classification on time records.	Delores Haynes, Coord, Dept HR/Payroll 2	Paul Roch, Dept. Business Admin.
14	Consistent and efficient responses to inquiries.	Mari Allen, Dept. Business Admin.	Paul Roch, College Business Administrator
CASH HANDLING			

Charter School H0441
Baseline Standards
FY2013

H0441: Charter School		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
1	Collecting cash, checks, etc.	Patricia Paquin, School Administrator	
2	Reconciling cash, checks, etc. to receipts.	Patricia Paquin, School Administrator	
3	Preparing deposits.	Patricia Paquin, School Administrator	
4	Preparing Journal Entries.	Patricia Paquin, School Administrator	
5	Verifying deposits posted correctly in the Finance System.	Patricia Paquin, School Administrator	
6	Adequacy of physical safeguards.	Patricia Paquin, School Administrator	
7	Transporting deposits to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Patricia Paquin, School Administrator	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Paul Roch, College Business Administrator	Patricia Paquin, School Administrator
10	Updating Cash Handling Procedures as needed.	Patricia Paquin, School Administrator	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Patricia Paquin, School Administrator	
12	Consistent and efficient responses to inquiries.	Patricia Paquin, School Administrator	Paul Roch, College Business Administrator
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	
LONG DISTANCE / CELL PHONE CHARGES			
1	Manager review of long distance charges for unusual activity.	Paul Roch, College Business Administrator	
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Paul Roch, College Business Administrator	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Mari Allen, Dept. Business Admin.	Paul Roch, College Business Administrator
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Patricia Paquin, School Administrator	
2	Ensuring the annual inventory was completed correctly.	Patricia Paquin, School Administrator	Paul Roch, College Business Administrator
3	Tagging equipment.	Patricia Paquin, School Administrator	
4	Approving requests for removal of equipment from campus.	Patricia Paquin, School Administrator	
DISCLOSURE FORMS			

Charter School H0441
Baseline Standards
FY2013

H0441: Charter School		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Paul Roch, College Business Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Paul Roch, College Business Administrator	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Paul Roch, College Business Administrator	
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.	Mari Allen, Dept. Business Admin.	Paul Roch, College Business Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	Patricia Paquin, School Administrator	Lena Mitchell, Research Administrator
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Tim Rosas, Director of CITE	
2	Ensuring that critical data back up occurs.	Tim Rosas, Director of CITE	
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	Patricia Paquin, School Administrator	Tim Rosas, Director of CITE