		Responsible Perso	n(s) (Name/Title)
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
	TMENTAL POLICIES & PROCEDURES / BASELINE		
STAND	ARDS		
1	Ensuring the Departmental Policy and Procedures manual is current.	Nhu-Thuy Mai,Dir.Coll.Bus.Oper	Jessica Torres, DBA
2	Updating the Baseline Standards Form.	Nhu-Thuy Mai,Dir.Coll.Bus.Oper	Jessica Torres, DBA
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Student Workers	Linda Silva, Office Supervisor
2	Reviewing cost center verifications.	Jessica Torres, DBA	Linda Silva, Office Supervisor
3	Approving cost center verifications.	Nhu-Thuy Mai,Dir.Coll.Bus.Oper	Jessica Torres, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Jessica Torres, DBA	Nhu-Thuy Mai,Dir.Coll.Bus.Oper
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Nancy Do, ADBA/ Linda Silva, Office Superisor	Jessica Torres, DBA
2	Ensuring the validity of travel and expense reimbursements.	Nancy Do, ADBA/ Linda Silva, Office Superisor	Jessica Torres, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Nancy Do, ADBA/ Linda Silva, Office Superisor	Jessica Torres, DBA
4	Ensuring correct account coding on purchases documents.	Nancy Do, ADBA/ Linda Silva, Office Superisor	Jessica Torres, DBA
5	Primary contact for inquiries to expenditure transactions.	Nancy Do, ADBA/ Linda Silva, Office Superisor	Jessica Torres, DBA
PAYRO	LL / 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.	Vacant, Coord, Dept HR/ Payroll 2	Jessica Torres, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Vacant, Coord, Dept HR/ Payroll 2	Jessica Torres, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Vacant, Coord, Dept HR/ Payroll 2	Jessica Torres, DBA
4	Completing termination clearance procedures.	Vacant, Coord, Dept HR/ Payroll 2	Jessica Torres, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Vacant, Coord, Dept HR/ Payroll 2	Jessica Torres, DBA
6	Maintaining departmental Personnel files.	Vacant, Coord, Dept HR/ Payroll 2	Jessica Torres, DBA
7	Ensuring valid authorization of new hires.	Vacant, Coord, Dept HR/ Payroll 2	Jessica Torres, DBA
8	Ensuring valid authorization of changes in compensation rates.	Vacant, Coord, Dept HR/ Payroll 2	Jessica Torres, DBA
9	Ensuring the accurate input of changes to the HR System.	Vacant, Coord, Dept HR/ Payroll 2	Jessica Torres, DBA
10	Consistent and efficient responses to inquiries.	Vacant, Coord, Dept HR/ Payroll 2	Jessica Torres, DBA

CASH HANDLEG 1 Collecting cash, checks, etc. 2 Reconciling cash, checks, etc. to receipts. 3 Preparing deposits. 4 Preparing Journal Entries. 5 Verifying deposits posted correctly in the Finance System. 6 Adequacy of physical safeguards of cash receipts and equivalent. 7 Secure deposits via UHDPS to Student Financial Services. 8 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures or Deposit Annual Cash. 1 Distribution of Cash Handling Procedures to employees who handle cash. 1 Consistent and efficient responses to inquiries. 1 Preparing petty cash disbursements. 2 Ensuring petty cash disbursements. 3 NA 4 Approving petty cash disbursements are not for more than \$100. 4 Approving petty cash fund it balanced after each disbursement. 5 Replenishing the petty cash fund timely. 6 Ensuring departmental personnel comply with contract administration policies/procedures. 7 Na 7 Proparing departmental personnel comply with contract administration policies/procedures. 8 Linda Silva, Office Supervisor/ Antonio			Responsible Person	
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II inda Silva Office Supervisor/ Antonio I	2	Ensuring the annual inventory was completed correctly.	_	Nhu-Thuy Mai,Dir.Coll.Bus.Oper
Farais, Mgr, Coll/Div Info Svcs 2	3	Tagging equipment.		Jessica Torres, DBA
4 Approving requests for removal of equipment from campus. Nhu-Thuy Mai,Dir.Coll.Bus.Oper Jessica Torres, DBA	4	Approving requests for removal of equipment from campus.	Nhu-Thuy Mai,Dir.Coll.Bus.Oper	Jessica Torres, DBA
DISCLOSURE FORMS	DISCLO	OSURE FORMS		

Submitted: MMYYYY 2 of 4

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
	Ensuring all employees with purchasing influence complete the	Nhu-Thuy Mai,Dir.Coll.Bus.Oper	Jessica Torres, DBA
	annual Related Party disclosure statement online.		
2	Ensuring all full time, benefits eligible, exempt faculty and staff		
	complete the Consulting disclosure statement online.	Nhu-Thuy Mai,Dir.Coll.Bus.Oper	Jessica Torres, DBA
3	Ensuring that all Principal and Co-Principal Investigators		
	complete the annual Conflict of Interest disclosure statement for		
	the Division of Research.	Nhu-Thuy Mai,Dir.Coll.Bus.Oper	Jessica Torres, DBA

Submitted: MMYYYY 3 of 4

		Responsible Person(s) (Name/Title)	
Descrip	otion of Responsibility	Primary (Required)	Secondary (Optional)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Nhu-Thuy Mai, Program Dir 2	
2	Billing.	Nhu-Thuy Mai, Program Dir 2	
3	Collection.	Nhu-Thuy Mai, Program Dir 2	
4	Recording.	Nhu-Thuy Mai, Program Dir 2	
5	Monitoring credit extended.	Nhu-Thuy Mai, Program Dir 2	
6	Approving write-offs.	Connie Barr, Dir. Coll. Bus. Oper	
NEGAT	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Nhu-Thuy Mai, Program Dir 2	Connie Barr,Dir.Coll.Bus.Oper
2	Ensuring that research expenditures are covered by funds from sponsors.	Nhu-Thuy Mai, Program Dir 2	Connie Barr,Dir.Coll.Bus.Oper
DEPAR	TIMENTAL COMPUTING		•
1	Management of the departments' information technology resources.	Antonio Farais, Mgr,Coll/Div Info SVCS 2	
2	Ensuring that critical data back up occurs.	Antonio Farais, Mgr,Coll/Div Info SVCS 2	
3	Ensuring that procedures such as password controls are followed.	Antonio Farais, Mgr,Coll/Div Info SVCS 2	
4	Reporting of suspected security violations.	Antonio Farais, Mgr,Coll/Div Info SVCS 2	

Submitted: MMYYYY 4 of 4