	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.	Eliza Young, DBA	David Nguyen, ABA
2	Updating the Baseline Standards Form.	Eliza Young, DBA	David Nguyen, ABA
	FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	David Nguyen, ABA	Suzannah Salti, Financial Coordinator
2	Reviewing cost center verifications.	Eliza Young, DBA	Roberto Ballarini, Dept Chair/PIs
3	Approving cost center verifications.	Roberto Ballarini, Dept Chair/Pis	Eliza Young, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Eliza Young, DBA	David Nguyen, ABA
	FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Eliza Young, DBA	David Nguyen, ABA/ Chavon Volcey, Admin Asst
2	Ensuring the validity of travel and expense reimbursements.	Eliza Young, DBA	David Nguyen, ABA/ Chavon Volcey, Admin Asst
3	Ensuring that goods and services are received and that timely payment is made.	Eliza Young, DBA	David Nguyen, ABA/ Chavon Volcey, Admin Asst
4	Ensuring correct account coding on purchases documents.	Eliza Young, DBA	David Nguyen, ABA/ Chavon Volcey, Admin Asst
5	Primary contact for inquiries to expenditure transactions.	Eliza Young, DBA	David Nguyen, ABA/ Chavon Volcey, Admin Asst
	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.	David Nguyen, ABA	Eliza Young, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	David Nguyen, ABA	Eliza Young, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	David Nguyen, ABA	Eliza Young, DBA
4	Completing termination clearance procedures.	David Nguyen, ABA	Eliza Young, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	David Nguyen, ABA	Eliza Young, DBA
6	Maintaining departmental Personnel files.	David Nguyen, ABA	Eliza Young, DBA
7	Ensuring valid authorization of new hires.	David Nguyen, ABA	Eliza Young, DBA
8	Ensuring valid authorization of changes in compensation rates.	David Nguyen, ABA	Eliza Young, DBA
9	Ensuring the accurate input of changes to the HR System.	David Nguyen, ABA	Eliza Young, DBA
10	Consistent and efficient responses to inquiries.	David Nguyen, ABA	Eliza Young, DBA

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.	Eliza Young, DBA	David Nguyen, ABA
2	Reconciling cash, checks, etc. to receipts.	Eliza Young, DBA	David Nguyen, ABA
3	Preparing deposits.	Eliza Young, DBA	David Nguyen, ABA
4	Preparing Journal Entries.	Eliza Young, DBA	David Nguyen, ABA
5	Verifying deposits posted correctly in the Finance System.	Eliza Young, DBA	Suzannah Salti, Financial Coordinator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Suzannah Salti, Financial Coordinator	Eliza Young, DBA
7	Secure deposits via UHDPS to Student Financial Services.	Dean's Office	
8	Ensuring deposits are made timely.	Eliza Young, DBA	David Nguyen, ABA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Eliza Young, DBA	Dean's Office
10	Updating Cash Handling Procedures as needed.	Steve Bangerter, Exec. Director of Biz Ops	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Steve Bangerter, Exec. Director of Biz Ops	
12	Consistent and efficient responses to inquiries.	Eliza Young, DBA	David Nguyen, ABA
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Eliza Young, DBA	David Nguyen, ABA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Yuanyuan Fang, Res. Lab Manager	Eliza Young, DBA
2	Ensuring the annual inventory was completed correctly.	Yuanyuan Fang, Res. Lab Manager	Eliza Young, DBA
3	Tagging equipment.	Yuanyuan Fang, Res. Lab Manager	Eliza Young, DBA
4	Approving requests for removal of equipment from campus.	Roberto Ballarini, Dept Chair/Pis	Eliza Young, DBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Eliza Young, DBA	David Nguyen, ABA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Eliza Young, DBA	David Nguyen, ABA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Eliza Young, DBA	Roberto Ballarini, Dept Chair/PIs

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
	ACCOUNTS RECEIVABLE		
1	Extending of credit.	NA	
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.	Eliza Young, DBA	Roberto Ballarini, Dept Chair/PIs
2	Ensuring that research expenditures are covered by funds from sponsors.	Principle Investigators	Eliza Young, DBA
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Eliza Young, DBA	Roberto Ballarini, Dept Chair/PIs
2	Ensuring that critical data back up occurs.	Ryan McConnell, ECC User Services Specialist	
3	Ensuring that procedures such as password controls are followed.	Ryan McConnell, ECC User Services Specialist	
4	Reporting of suspected security violations.	Ryan McConnell, ECC User Services Specialist	