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

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.	Ray Juarez Ramos Fin. Coord 1	Carol Aikels DBA
2	Reconciling cash, checks, etc. to receipts.	Ray Juarez Ramos Fin. Coord 1	Carol Aikels DBA
3	Preparing deposits.	Ray Juarez Ramos Fin. Coord 1	Carol Aikels DBA
4	Preparing Journal Entries.	Darius Miller Fin. Coord. 2	Carol Aikels DBA
5	Verifying deposits posted correctly in the Finance System.	Carol Aikels DBA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Carol Aikels DBA	
7	Secure deposits via UHDPS to Student Financial Services.	Ray Juarez Ramos Fin. Coord 1	Darius Miller Fin. Coord 2
8	Ensuring deposits are made timely.	Ray Juarez Ramos Fin. Coord 1	Carol Aikels DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Carol Aikels DBA	
10	Updating Cash Handling Procedures as needed.	Carol Aikels DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Carol Aikels DBA	
12	Consistent and efficient responses to inquiries.	Carol Aikels DBA	
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.	Carol Aikels DBA	Darius Miller Fin. Coord 2
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Ray Juarez Ramos Fin. Coord 1	Carol Aikels DBA
2	Ensuring the annual inventory was completed correctly.	Carol Aikels DBA	Ray Juarez Ramos Fin. Coord 1
3	Tagging equipment.	Ray Juarez Ramos Fin. Coord 1	Carol Aikels DBA
4	Approving requests for removal of equipment from campus.	Nancy Young Dept. Chair	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Nancy Young Dept. Chair	Carol Aikels DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Carol Aikels DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Carol Aikels DBA	

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.	Carol Aikels DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Carol Aikels DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	N/A	
2	Ensuring that critical data back up occurs.	N/A	
3	Ensuring that procedures such as password controls are followed.	N/A	
4	Reporting of suspected security violations.	N/A	