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

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

Dept of Communication Scieces and Disorders
Baseline Standards
FY 2021

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	Maria Gallegos, Financial Coordina	Elizabeth Shepard, Dept Business Administrator
3	Collection.	Elizabeth Shepard, Dept Business Administrator	
4	Recording.	Elizabeth Shepard, Dept Business Administrator	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	Elizabeth Shepard, Dept Business Administrator	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Elizabeth Shepard, Dept Business Administrator	Margaret Blake, Dept Chair
2	Ensuring that research expenditures are covered by funds from sponsors.	Elizabeth Shepard, Dept Business Administrator	Margaret Blake, Dept Chair
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston, CLASS IT Manager	Margaret Blake, Dept Chair
2	Ensuring that critical data back up occurs.	Frank Houston, CLASS IT Manager	Margaret Blake, Dept Chair
3	Ensuring that procedures such as password controls are followed.	Frank Houston, CLASS IT Manager	Margaret Blake, Dept Chair
4	Reporting of suspected security violations.	Frank Houston, CLASS IT Manager	Margaret Blake, Dept Chair