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

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.	Tommie C. Trevino, DBA	
2	Reconciling cash, checks, etc. to receipts.	Tommie C. Trevino, DBA	
3	Preparing deposits.	Tommie C. Trevino, DBA	
4	Preparing Journal Entries.	Tommie C. Trevino, DBA	
5	Verifying deposits posted correctly in the Finance System.	Tommie C. Trevino, DBA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Tommie C. Trevino, DBA	
7	Secure deposits via UHDPS to Student Financial Services.	Tommie C. Trevino, DBA	
8	Ensuring deposits are made timely.	Tommie C. Trevino, DBA	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Tommie C. Trevino, DBA	James McKee, Exec. Dir., CBO
10	Updating Cash Handling Procedures as needed.	Tommie C. Trevino, DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Tommie C. Trevino, DBA	
12	Consistent and efficient responses to inquiries.	Tommie C. Trevino, 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.	Tommie C. Trevino, DBA	James McKee, Exec. Dir., CBO
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Tommie C. Trevino, DBA	
2	Ensuring the annual inventory was completed correctly.	Tommie C. Trevino, DBA	
3	Tagging equipment.	Tommie C. Trevino, DBA	
4	Approving requests for removal of equipment from campus.	Tommie C. Trevino, DBA	Amanda Baumle, Chair
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Tommie C. Trevino, DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Tommie C. Trevino, DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Tommie C. Trevino, 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.	Tommie C. Trevino, DBA	James McKee, Exec. Dir., CBO
2	Ensuring that research expenditures are covered by funds from sponsors.	Tommie C. Trevino, DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston/ College IT Manager	
2	Ensuring that critical data back up occurs.	Frank Houston/ College IT Manager	
3	Ensuring that procedures such as password controls are followed.	Frank Houston/ College IT Manager	
4	Reporting of suspected security violations.	Frank Houston/ College IT Manager	