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.	Bridget Smalley, DBA	May Lew, FC2
2	Updating the Baseline Standards Form.	Bridget Smalley, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Andrea Rodriguez, Exec Secretary	
2	Reviewing cost center verifications.	May Lew, FC2	Bridget Smalley, DBA
3	Approving cost center verifications.	Designated Cost Center Managers	Delegates as appointed by Cost Center Managers
4	Ensuring all cost centers are verified/approved on a timely basis.	May Lew, FC2	Bridget Smalley, DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Spencer Cook, FC2	Bridget Smalley, DBA
2	Ensuring the validity of travel and expense reimbursements.	Brenda Stevens, FC1	Bridget Smalley, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Spencer Cook, FC2	
4	Ensuring correct account coding on purchases documents.	Spencer Cook, FC2	
5	Primary contact for inquiries to expenditure transactions.	Spencer Cook, FC2	
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.	May Lew, FC2	Bridget Smalley, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	May Lew, FC2	Bridget Smalley, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	May Lew, FC2	Bridget Smalley, DBA
4	Completing termination clearance procedures.	Emily Robledo, FC1	Bridget Smalley, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	May Lew, FC2	Bridget Smalley, DBA
6	Maintaining departmental Personnel files.	Emily Robledo, FC1	Bridget Smalley, DBA
7	Ensuring valid authorization of new hires.	Emily Robledo, FC1	Bridget Smalley, DBA
8	Ensuring valid authorization of changes in compensation rates.	Emily Robledo, FC1	Bridget Smalley, DBA
9	Ensuring the accurate input of changes to the HR System.	Emily Robledo, FC1	Bridget Smalley, DBA
10	Consistent and efficient responses to inquiries.	Emily Robledo, FC1	Bridget Smalley, DBA
CASH HANDLING			
1	Collecting cash, checks, etc.	Andrea Rodriguez, Exec Secretary	Spencer Cook, FC2
2	Reconciling cash, checks, etc. to receipts.	Brenda Stevens, FC1	May Lew, FC2
3	Preparing deposits.	Brenda Stevens, FC1	May Lew, FC2
4	Preparing Journal Entries.	Brenda Stevens, FC1	May Lew, FC2
5	Verifying deposits posted correctly in the Finance System.	May Lew, FC2	Bridget Smalley, DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Brenda Stevens, FC1	Bridget Smalley, DBA
7	Secure deposits via UHDPS to Student Financial Services.	Brenda Stevens, FC1	May Lew, FC2
8	Ensuring deposits are made timely.	Bridget Smalley, DBA	May Lew, FC2
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Bridget Smalley, DBA	

10	Updating Cash Handling Procedures as needed.	Bridget Smalley, DBA	Brenda Stevens, FC1
11	Distribution of Cash Handling Procedures to employees who handle cash.	Bridget Smalley, DBA	
12	Consistent and efficient responses to inquiries.	Brenda Stevens, FC1	Bridget Smalley, DBA
PETTY CASH			
1	Preparing petty cash disbursements.	NA	NA
2	Ensuring petty cash disbursements are not for more than $100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Bridget Smalley, DBA	Spencer Cook, FC2
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Babu Sundaram, Systems Manager	Laura Miller, Microsystems Analyst
2	Ensuring the annual inventory was completed correctly.	Babu Sundaram, Systems Manager	Bridget Smalley, DBA
3	Tagging equipment.	Babu Sundaram, Systems Manager	Laura Miller, Microsystems Analyst
4	Approving requests for removal of equipment from campus.	Employee's supervisor and Babu Sundaram, Systems Manager	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	May Lew, FC2	Bridget Smalley, DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Brenda Stevens, FC1	Bridget Smalley, DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Brenda Stevens, FC1	Bridget Smalley, DBA
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	Brenda Stevens, FC1	Bridget Smalley, DBA
3	Collection.	Brenda Stevens, FC1	Bridget Smalley, DBA
4	Recording.	Brenda Stevens, FC1	Bridget Smalley, DBA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	NA	NA
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Bridget Smalley, DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Bridget Smalley, DBA	Lavanya Lakshminarasimhan FC2
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Babu Sundaram, Systems Manager	NSM IT- Salvador Baez
2	Ensuring that critical data back up occurs.	Babu Sundaram, Systems Manager	NSM IT- Salvador Baez
3	Ensuring that procedures such as password controls are followed.	Babu Sundaram, Systems Manager	NSM IT- Salvador Baez
4	Reporting of suspected security violations.	Babu Sundaram, Systems Manager	NSM IT- Salvador Baez