

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE			
1	Ensuring the Departmental Policy and Procedures manual is current.	Sabrina George, Department Business Administrator	N/A
2	Updating the Baseline Standards Form.	Sabrina George, Department Business Administrator	N/A
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Melissa Ieans, Financial Coordinator 2	Sabrina George, Department Business Administrator
2	Reviewing cost center verifications.	Melissa Ieans, Financial Coordinator 2	Sabrina George, Department Business Administrator
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.	Melissa Ieans, Financial Coordinator 2	Sabrina George, Department Business Administrator
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Melissa Ieans, Financial Coordinator 2; Jackqueline Owens, Financial Coordinator 1; LaTonya McQuillon, Financial Assistant 2	Sabrina George, Department Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Melissa Ieans, Financial Coordinator 2; Jackqueline Owens, Financial Coordinator 1; LaTonya McQuillon, Financial Assistant 2	Sabrina George, Department Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Melissa Ieans, Financial Coordinator 2; Jackqueline Owens, Financial Coordinator 1; LaTonya McQuillon, Financial Assistant 2	Sabrina George, Department Business Administrator
4	Ensuring correct account coding on purchases documents.	Melissa Ieans, Financial Coordinator 2; Jackqueline Owens, Financial Coordinator 1; LaTonya McQuillon, Financial Assistant 2	Sabrina George, Department Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Melissa Ieans, Financial Coordinator 2; Jackqueline Owens, Financial Coordinator 1; LaTonya McQuillon, Financial Assistant 2	Sabrina George, Department Business Administrator
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.	Sabrina George, Department Business Administrator	Melissa Ieans, Financial Coordinator 2
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Sabrina George, Department Business Administrator	Melissa Ieans, Financial Coordinator 2
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Sabrina George, Department Business Administrator	Melissa Ieans, Financial Coordinator 2
4	Completing termination clearance procedures.	Sabrina George, Department Business Administrator	Melissa Ieans, Financial Coordinator 2
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Sabrina George, Department Business Administrator	Melissa Ieans, Financial Coordinator 2
6	Maintaining departmental Personnel files.	Sabrina George, Department Business Administrator	Melissa Ieans, Financial Coordinator 2
7	Ensuring valid authorization of new hires.	Sabrina George, Department Business Administrator	Melissa Ieans, Financial Coordinator 2
8	Ensuring valid authorization of changes in compensation rates.	Sabrina George, Department Business Administrator	Melissa Ieans, Financial Coordinator 2
9	Ensuring the accurate input of changes to the HR System.	Sabrina George, Department Business Administrator	Melissa Ieans, Financial Coordinator 2
10	Consistent and efficient responses to inquiries.	Sabrina George, Department Business Administrator	Melissa Ieans, Financial Coordinator 2
CASH HANDLING			
1	Collecting cash, checks, etc.	Melissa Ieans, Financial Coordinator 2	
2	Reconciling cash, checks, etc. to receipts.	Sabrina George, Department Business Administrator	Jackqueline Ownes, Financial Coordinator 1; LaTonya McQuillon, Financial Assistant 2
3	Preparing deposits.	Melissa Ieans, Financial Coordinator 2	Jennifer Chin-Davis, Associate Director
4	Preparing Journal Entries.	Melissa Ieans, Financial Coordinator 2	Jackqueline Ownes, Financial Coordinator 1; LaTonya McQuillon, Financial Assistant 2
5	Verifying deposits posted correctly in the Finance System.	Sabrina George, Department Business Administrator	Jackqueline Ownes, Financial Coordinator 1; LaTonya McQuillon, Financial Assistant 2
6	Adequacy of physical safeguards of cash receipts and equivalent.	Melissa Ieans, Financial Coordinator 2	Sabrina George, Department Business Administrator
7	Secure deposits via UHDPS to Student Financial Services.	Melissa Ieans, Financial Coordinator 2	Jackqueline Ownes, Financial Coordinator 1; LaTonya McQuillon, Financial Assistant 2
8	Ensuring deposits are made timely.	Melissa Ieans, Financial Coordinator 2	Jackqueline Ownes, Financial Coordinator 1; LaTonya McQuillon, Financial Assistant 2
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Ileana Perez, Assistant Business Administrator	Jackqueline Ownes, Financial Coordinator 1; LaTonya McQuillon, Financial Assistant 2
10	Updating Cash Handling Procedures as needed.	Ileana Perez, Assistant Business Administrator	Sabrina George, Department Business Administrator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Ileana Perez, Assistant Business Administrator	Sabrina George, Department Business Administrator
12	Consistent and efficient responses to inquiries.	Ileana Perez, Assistant Business Administrator	Sabrina George, Department Business Administrator
PETTY CASH			

1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Sabrina George, Department Business Administrator	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Jackqueline Owens, Financial Coordinator 1	Sabrina George, Department Business Administrator
2	Ensuring the annual inventory was completed correctly.	Jackqueline Owens, Financial Coordinator 1	Sabrina George, Department Business Administrator
3	Tagging equipment.	Jackqueline Owens, Financial Coordinator 1	Sabrina George, Department Business Administrator
4	Approving requests for removal of equipment from campus.	Employee's supervisor and Jackqueline Owens, Financial Coordinator 1	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Sabrina George, Department Business Administrator	N/A
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Sabrina George, Department Business Administrator	N/A
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Sabrina George, Department Business Administrator	N/A
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Sabrina George, Department Business Administrator	N/A
2	Ensuring that research expenditures are covered by funds from sponsors.	Sabrina George, Department Business Administrator	N/A
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Michael Smith, Systems Analyst 2	Sabrina George, Department Business Administrator
2	Ensuring that critical data back up occurs.	Michael Smith, Systems Analyst 2	Sabrina George, Department Business Administrator
3	Ensuring that procedures such as password controls are followed.	Michael Smith, Systems Analyst 2	Sabrina George, Department Business Administrator
4	Reporting of suspected security violations.	Michael Smith, Systems Analyst 2	Sabrina George, Department Business Administrator