	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.	Vanessa Torres Executive Director, PBO	Use Business Managers Survivial Guide; MAPP; supplemented as needed
2	Updating the Baseline Standards Form.	Deidra Perry, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Student Workers	
2	Reviewing cost center verifications.	Deidra Perry, DBA	
3	Approving cost center verifications.	Deidra Perry, DBA	
4	Ensuring all cost centers are verified/approved on a timely basis.	Vanessa Torres Executive Director, PBO	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Deidra Perry, DBA	
2	Ensuring the validity of travel and expense reimbursements.	Deidra Perry, DBA	
3	Ensuring that goods and services are received and that timely payment is made.	Deidra Perry, DBA	
4	Ensuring correct account coding on purchases documents.	Deidra Perry, DBA	
5	Primary contact for inquiries to expenditure transactions.	Deidra Perry, 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.	Direct supervisor of employees	Deidra Perry, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Deidra Perry, DBA	Vanessa Torres, Executive Director, PBO
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Deidra Perry, DBA Vanessa Torres, Executive Director, PBO	
4	Completing termination clearance procedures.	Deidra Perry, DBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Deidra Perry, DBA	
6	Maintaining departmental Personnel files.	Deidra Perry, DBA	
7	Ensuring valid authorization of new hires.	Deidra Perry, DBA	
8	Ensuring valid authorization of changes in compensation rates.	Deidra Perry, DBA	Vanessa Torres, Executive Director, PBO
9	Ensuring the accurate input of changes to the HR System.	Deidra Perry, DBA	
10	Consistent and efficient responses to inquiries.	Deidra Perry, DBA	

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

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.	Deidra Perry, DBA	Vanessa Torres, Executive Director, PBO
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	UH IT Executive Support	UH IT Help Desk
2	Ensuring that critical data back up occurs.	UH IT Executive Support	UH IT Help Desk
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	UH IT Executive Support	UH IT Help Desk

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.	Vanessa Torres Executive Director, PBO	Use Business Managers Survivial Guide; MAPP; supplemented as needed
2	Updating the Baseline Standards Form.	Deidra Perry, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Student Workers	
2	Reviewing cost center verifications.	Deidra Perry, DBA	
3	Approving cost center verifications.	Deidra Perry, DBA	
4	Ensuring all cost centers are verified/approved on a timely basis.	Vanessa Torres Executive Director, PBO	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Deidra Perry, DBA	
2	Ensuring the validity of travel and expense reimbursements.	Deidra Perry, DBA	
3	Ensuring that goods and services are received and that timely payment is made.	Morgan Meeks, Program Manager 2	Deidra Perry, DBA
4	Ensuring correct account coding on purchases documents.	Deidra Perry, DBA	
5	Primary contact for inquiries to expenditure transactions.	Morgan Meeks, Program Manager 2	Deidra Perry, 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.	Direct supervisor of employees	Deidra Perry, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Deidra Perry, DBA	Vanessa Torres, Executive Director, PBO
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Deidra Perry, DBA Vanessa Torres, Executive Director, PBO	
4	Completing termination clearance procedures.	Deidra Perry, DBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Deidra Perry, DBA	
6	Maintaining departmental Personnel files.	Deidra Perry, DBA	
7	Ensuring valid authorization of new hires.	Deidra Perry, DBA	
8	Ensuring valid authorization of changes in compensation rates.	Deidra Perry, DBA	Vanessa Torres, Executive Director, PBO
9	Ensuring the accurate input of changes to the HR System.	Deidra Perry, DBA	
10	Consistent and efficient responses to inquiries.	Deidra Perry, DBA	

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
	CASH HANDLING		
1	Collecting cash, checks, etc.	N/A	
2	Reconciling cash, checks, etc. to receipts.	N/A	
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7	Secure deposits via UHDPS to Student Financial Services.	N/A	
8	Ensuring deposits are made timely.	N/A	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	N/A	
10	Updating Cash Handling Procedures as needed.	N/A	
11	Distribution of Cash Handling Procedures to employees who handle cash.	N/A	
12	Consistent and efficient responses to inquiries.	N/A	
	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.	Deidra Perry, DBA	Vanessa Torres, Executive Director, PBO
	PROPERTY MANAGEMENT		
1	Performing the annual inventory.	Tara Sass, Director	Deidra Perry, DBA
2	Ensuring the annual inventory was completed correctly.	Tara Sass, Director	Deidra Perry, DBA
3	Tagging equipment.	Tara Sass, Director	
4	Approving requests for removal of equipment from campus.	Tara Sass, Director	
	DISCLOSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Deidra Perry, DBA	Vanessa Torres, Executive Director, PBO
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Deidra Perry, DBA	Vanessa Torres, Executive Director, PBO
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	

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		Primary (Required)	Secondary (Optional)
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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.	Deidra Perry, DBA	Vanessa Torres, Executive Director, PBO
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Marcus Tran, Technical Svcs	UH IT Help Desk
2	Ensuring that critical data back up occurs.	Marcus Tran, Technical Svcs	UH IT Help Desk
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	Marcus Tran, Technical Svcs	UH IT Help Desk