Date	6/12/2020	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.	Irma Perez / Department Business Administrator	Karin Livingston / Controller
2	Updating the Baseline Standards Form.	Irma Perez / Department Business Administrator	Karin Livingston / Controller
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Irma Perez / Department Business Administrator - Finance & HUB Operating Tiffany Taylor-Denson / Department Business Administrator - Payroll	Linda Garza / Executive Director Business Services
2	Reviewing cost center verifications.	Karin Livingston / Controller	Linda Garza / Executive Director Business Services
3	Approving cost center verifications.	Karin Livingston / Controller	Linda Garza / Executive Director Business Services
4	Ensuring all cost centers are verified/approved on a timely basis.	Irma Perez / Department Business Administrator	Karin Livingston / Controller
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Irma Perez / Department Business Administrator	Karin Livingston / Controller
2	Ensuring the validity of travel and expense reimbursements.	Irma Perez / Department Business Administrator	Karin Livingston / Controller
3	Ensuring that goods and services are received and that timely payment is made.	Irma Perez / Department Business Administrator	Karin Livingston / Controller
4	Ensuring correct account coding on purchases documents.	Irma Perez / Department Business Administrator	Karin Livingston / Controller
5	Primary contact for inquiries to expenditure transactions.	Irma Perez / Department Business Administrator	Karin Livingston / Controller
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.	Irma Perez / Department Business Administrator	Karin Livingston / Controller
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Irma Perez / Department Business Administrator	Karin Livingston / Controller
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Irma Perez / Department Business Administrator	Linda Garza / Executive Director Business Services
4	Completing termination clearance procedures.	Irma Perez / Department Business Administrator	Karin Livingston / Controller
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Irma Perez / Department Business Administrator	Linda Garza / Executive Director Business Services
6	Maintaining departmental Personnel files.	Irma Perez / Department Business Administrator	Linda Garza / Executive Director Business Services
7	Ensuring valid authorization of new hires.	Irma Perez / Department Business Administrator	Karin Livingston / Controller
8	Ensuring valid authorization of changes in compensation rates.	Irma Perez / Department Business Administrator	Karin Livingston / Controller
9	Ensuring the accurate input of changes to the HR System.	Irma Perez / Department Business Administrator	Karin Livingston / Controller
10	Consistent and efficient responses to inquiries.	Irma Perez / Department Business Administrator	Karin Livingston / Controller

Date	6/12/2020	Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.	Diana Iraheta / AP Analyst	Ed Smith / Accountant 1
2	Reconciling cash, checks, etc. to receipts.	Cassandra Lopez / AP Manager	Samantha Yurus / Assistant Controller
3	Preparing deposits.	Diana Iraheta / AP Analyst	Ed Smith / Accountant 1
4	Preparing Journal Entries.	Diana Iraheta / AP Analyst	Ed Smith / Accountant 1
5	Verifying deposits posted correctly in the Finance System.	Irma Perez / Department Business Administrator	Karin Livingston / Controller
6	Adequacy of physical safeguards of cash receipts and equivalent.	Diana Iraheta / AP Analyst	Ed Smith / Accountant 1
7	Secure deposits via UHDPS to Student Financial Services.	N/A (Use remote deposit)	
8	Ensuring deposits are made timely.	Cassandra Lopez / AP Manager	Ed Smith / Accountant 1
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Samantha Yurus / Assistant Controller	Karin Livingston / Controller
10	Updating Cash Handling Procedures as needed.	Irma Perez / Department Business Administrator	Karin Livingston / Controller
11	Distribution of Cash Handling Procedures to employees who handle cash.	Samantha Yurus / Assistant Controller	Irma Perez /Department Business Administrator
12	Consistent and efficient responses to inquiries.	Diana Iraheta / AP Analyst	Cassandra Lopez / AP Manager
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.	Karin Livingston / Controller	Samantha Yurus / Assistant Controller
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Tony Cho / Systems Manager	Karin Livingston / Controller
2	Ensuring the annual inventory was completed correctly.	Karin Livingston / Controller	Samantha Yurus / Assistant Controller
3	Tagging equipment.	Tony Cho / Systems Manager	Irma Perez /Department Business Administrator
4	Approving requests for removal of equipment from campus.	Karin Livingston / Controller	Samantha Yurus / Assistant Controller
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Karin Livingston / Controller	Linda Garza / Executive Director Business Services
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Karin Livingston / Controller	Linda Garza / Executive Director Business Services
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	N/A

Date	6/12/2020	Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
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.	Karin Livingston / Controller	Linda Garza / Executive Director Business Services
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Henry Pham / Microsystems Analyst	Andrew Hoang / Director Financial Computing Systems
2	Ensuring that critical data back up occurs.	Henry Pham / Microsystems Analyst	Andrew Hoang / Director Financial Computing Systems
3	Ensuring that procedures such as password controls are followed.	Henry Pham / Microsystems Analyst	Andrew Hoang / Director Financial Computing Systems
4	Reporting of suspected security violations.	All Staff	