		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.	Cecilia Rodriguez,Dir.Coll.Bus.Oper.	Nhu-Thuy Mai, DBA
2	Updating the Baseline Standards Form.	Cecilia Rodriguez,Dir.Coll.Bus.Oper.	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Nhu-Thuy Mai, DBA/Linda Silva,Admin.Coord.	
2	Reviewing cost center verifications.	Nhu-Thuy Mai, DBA	
3	Approving cost center verifications.	Cecilia Rodriguez,Dir.Coll.Bus.Oper.	Nhu-Thuy Mai, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Nhu-Thuy Mai, DBA	Cecilia Rodriguez,Dir.Coll.Bus.Oper.
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Nancy Do, Financial Coord /Linda Silva, Admin Coord.	Nhu-Thuy Mai, DBA
2	Ensuring the validity of travel and expense reimbursements.	Nancy Do, Financial Coord /Hector Abercrombie, Coord, Dept HR/Payroll 2	Nhu-Thuy Mai, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Nancy Do, Financial Coord /Linda Silva, Admin Coord.	Nhu-Thuy Mai, DBA
4	Ensuring correct account coding on purchases documents.	Nancy Do, Financial Coord /Linda Silva, Admin Coord.	Nhu-Thuy Mai, DBA
5	Primary contact for inquiries to expenditure transactions.	Nancy Do, Financial Coord /Linda Silva, Admin Coord.	Nhu-Thuy Mai, 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.	Hector Abercrombie, Coord, Dept HR/Payroll 2	Nhu-Thuy Mai, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Hector Abercrombie, Coord, Dept HR/Payroll 2	Nhu-Thuy Mai, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Hector Abercrombie, Coord, Dept HR/Payroll 2	Nhu-Thuy Mai, DBA
4	Completing termination clearance procedures.	Hector Abercrombie, Coord, Dept HR/Payroll 2	Nhu-Thuy Mai, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Hector Abercrombie, Coord, Dept HR/Payroll 2	Nhu-Thuy Mai, DBA
6	Maintaining departmental Personnel files.	Hector Abercrombie, Coord, Dept HR/Payroll 2	Nhu-Thuy Mai, DBA
7	Ensuring valid authorization of new hires.	Hector Abercrombie, Coord, Dept HR/Payroll 2	Nhu-Thuy Mai, DBA
8	Ensuring valid authorization of changes in compensation rates.	Hector Abercrombie, Coord, Dept HR/Payroll 2	Nhu-Thuy Mai, DBA
9	Ensuring the accurate input of changes to the HR System.	Hector Abercrombie, Coord, Dept HR/Payroll 2	Nhu-Thuy Mai, DBA
10	Consistent and efficient responses to inquiries.	Hector Abercrombie, Coord, Dept HR/Payroll 2	Nhu-Thuy Mai, DBA

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Nhu-Thuy Mai, DBA	Nancy Do, Financial Coord (TEMP)
2	Reconciling cash, checks, etc. to receipts.	Nhu-Thuy Mai, DBA	Nancy Do, Financial Coord (TEMP)
3	Preparing deposits.	Nancy Do, Financial Coord	Nhu-Thuy Mai, DBA
4	Preparing Journal Entries.	Nancy Do, Financial Coord (TEMP)	Nhu-Thuy Mai, DBA
5	Verifying deposits posted correctly in the Finance System.	Nhu-Thuy Mai, DBA	Cecilia Rodriguez,Dir.Coll.Bus.Oper.
6	Adequacy of physical safeguards of cash receipts and equivalent.	Nancy Do, Financial Coord	Nhu-Thuy Mai, DBA
7	Secure deposits via UHDPS to Student Financial Services.	Nancy Do, Financial Coord	Nhu-Thuy Mai, DBA
8	Ensuring deposits are made timely.	Nancy Do, Financial Coord	Nhu-Thuy Mai, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Cecilia Rodriguez,Dir.Coll.Bus.Op	Nhu-Thuy Mai, DBA
10	Updating Cash Handling Procedures as needed.	Cecilia Rodriguez,Dir.Coll.Bus.Op	Nhu-Thuy Mai, DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Cecilia Rodriguez,Dir.Coll.Bus.Op	Nhu-Thuy Mai, DBA
12	Consistent and efficient responses to inquiries.	Cecilia Rodriguez,Dir.Coll.Bus.Op	Nhu-Thuy Mai, DBA
PETTY CASH			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than $100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Cecilia Rodriguez,Dir.Coll.Bus.Op	Nhu-Thuy Mai, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Linda Silva, Admin. Coord./Antonio Farias ,Mgr, Coll/Div Info Svcs 2	Cecilia Rodriguez,Dir.Coll.Bus.Oper.
2	Ensuring the annual inventory was completed correctly.	Linda Silva, Admin. Coord./Antonio Farias ,Mgr, Coll/Div Info Svcs 2	Cecilia Rodriguez,Dir.Coll.Bus.Oper.
3	Tagging equipment.	Linda Silva, Admin. Coord./Antonio Farias ,Mgr, Coll/Div Info Svcs 2	Cecilia Rodriguez,Dir.Coll.Bus.Oper.
4	Approving requests for removal of equipment from campus.	Cecilia Rodriguez,Dir.Coll.Bus.Oper.	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Cecilia Rodriguez,Dir.Coll.Bus.Oper.	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Cecilia Rodriguez,Dir.Coll.Bus.Oper.	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Cecilia Rodriguez,Dir.Coll.Bus.Oper.	

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
	ACCOUNTS RECEIVABLE		
1	Extending of credit.	Nhu-Thuy Mai, DBA	
2	Billing.	Nhu-Thuy Mai, DBA	
3	Collection.	Nhu-Thuy Mai, DBA	
4	Recording.	Nhu-Thuy Mai, DBA	
5	Monitoring credit extended.	Nhu-Thuy Mai, DBA	
6	Approving write-offs.	Cecilia Rodriguez,Dir.Coll.Bus.Oper.	
	NEGATIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Nhu-Thuy Mai, DBA	Cecilia Rodriguez,Dir.Coll.Bus.Oper.
2	Ensuring that research expenditures are covered by funds from sponsors.	Nhu-Thuy Mai, DBA	Cecilia Rodriguez,Dir.Coll.Bus.Oper.
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Antonio Farias ,Mgr, Coll/Div Info Svcs 2	
2	Ensuring that critical data back up occurs.	Antonio Farias ,Mgr, Coll/Div Info Svcs 2	
3	Ensuring that procedures such as password controls are followed.	Antonio Farias ,Mgr, Coll/Div Info Svcs 2	
4	Reporting of suspected security violations.	Antonio Farias ,Mgr, Coll/Div Info Svcs 2	