		Responsible Person(s) (Name/Title)	
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
DEPAR	TMENTAL POLICIES & PROCEDURES / BASELINE		• • • • • • • • • • • • • • • • • • • •
STAND			
1	Ensuring the Departmental Policy and Procedures manual is		Sue Rhodes, Deputy Director,
	current.	Mae Hurst, Dept Bus Admin	SBDC Network Administration
2	Updating the Baseline Standards Form.		Sue Rhodes, Deputy Director,
		Mae Hurst, Dept Bus Admin	SBDC Network Administration
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
—	n :	T W 1 T 1 E: 1	
1	Preparing cost center verifications.	LaWanda Johnson, Financial	
_	p :	Analyst 2	
2	Reviewing cost center verifications.	Maa Hurst Dant Bus Admin	
3	Approving cost center verifications.	Mae Hurst, Dept Bus Admin Mae Hurst, Dept Bus Admin	
3	Approving cost center verifications.	Mae Hurst, Dept Bus Admin	
4	Ensuring all cost centers are verified/approved on a timely		Sue Rhodes, Deputy Director,
1	basis.	Mae Hurst, Dept Bus Admin	SBDC Network Administration
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS	Wate Harst, Dept Bus Manni	SBBC Network Administration
11112111	CHE REPORTING EMENDITURE INTRODUCTIONS		
1	Ensuring valid authorization of purchase documents.		Sue Rhodes, Deputy Director,
		Mae Hurst, Dept Bus Admin	SBDC Network Administration
2	Ensuring the validity of travel and expense reimbursements.	,	Sue Rhodes, Deputy Director,
_		Mae Hurst, Dept Bus Admin	SBDC Network Administration
3	Ensuring that goods and services are received and that timely		Sue Rhodes, Deputy Director,
	payment is made.	Mae Hurst, Dept Bus Admin	SBDC Network Administration
4	Ensuring correct account coding on purchases documents.	Tarst, Bept Bus Framm	Sue Rhodes, Deputy Director,
		Mae Hurst, Dept Bus Admin	SBDC Network Administration
5	Primary contact for inquiries to expenditure transactions.		Sue Rhodes, Deputy Director,
	,	Mae Hurst, Dept Bus Admin	SBDC Network Administration
PAYRO	DLL / 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.	Yannisha Donahue, Office Coord	Mae Hurst, Dept Bus Admin
2	Ensuring all monthly leave is recorded and approved before the		
	deadlines set by Payroll.	Yannisha Donahue, Office Coord	Mae Hurst, Dept Bus Admin
3	Reconciling approved reported time and leave (bi-weekly		
	employees) and ePARs (monthly employees) to the trial and		
	final payroll verification reports.	Yannisha Donahue, Office Coord	Mae Hurst, Dept Bus Admin
4	Completing termination clearance procedures.		LaWanda Johnson, Financial
		Mae Hurst, Dept Bus Admin	Analyst 2
5	Ensuring terminated employees are no longer charged to	LaWanda Johnson, Financial	
	departmental cost centers.	Analyst 2	Mae Hurst, Dept Bus Admin
6	Maintaining departmental Personnel files.		
		Mae Hurst, Dept Bus Admin	Yannisha Donahue, Office Coord
7	Ensuring valid authorization of new hires.		
		Mae Hurst, Dept Bus Admin	
8	Ensuring valid authorization of changes in compensation rates.		
		Mae Hurst, Dept Bus Admin	
9	Ensuring the accurate input of changes to the HR System.		
		Mae Hurst, Dept Bus Admin	
10	Consistent and efficient responses to inquiries.	W W . D . D D D	
		Mae Hurst, Dept Bus Admin	

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Doscrin	otion of Responsibility		on(s) (Name/Title)
	HANDLING	Primary (Required)	Secondary (Optional)
CASH	HANDLING		
1	Collecting cash, checks, etc.	Various individuals-all complete	
•	Concerning custs, encounts, etc.	Cash Handling Training	
2	Reconciling cash, checks, etc. to receipts.	Mae Hurst, Dept Bus Admin	
	,	· · · · · · · · · · · · · · · · · · ·	Donice Williams, Office Asst 2
3	Preparing deposits.	Yannisha Donahue, Office Coord	Bernadette Pittman, Financial
_	1. 2.1.		Coord 2; Donice Williams, Office
			Asst 2
4	Preparing Journal Entries.	Yannisha Donahue, Office Coord	Bernadette Pittman, Financial
			Coord 2; Donice Williams, Office
			Asst 2
5	Verifying deposits posted correctly in the Finance System.	LaWanda Johnson, Financial	
		Analyst 2	
6	Adequacy of physical safeguards of cash receipts and	Mae Hurst, Dept Bus Admin	
	equivalent.		D
7	Secure deposits via UHDPS to Student Financial Services.	Yannisha Donahue, Office Coord	Bernadette Pittman, Financial
			Coord 2; Donice Williams, Office
0	P 1 1 2 1 2 1	M H + D + D + 1 :	Asst 2
8	Ensuring deposits are made timely.	Mae Hurst, Dept Bus Admin	
-		Mae Hurst, Dept Bus Admin	
9	Ensuring all employees who handle cash have completed Cash	Mae Hurst, Dept Bus Admin	
	Security Procedures or Cash Deposit and Security Procedures		
10	training. Updating Cash Handling Procedures as needed.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director,
10	Opdating Cash Handring Procedures as needed.	Mae Hurst, Dept Bus Admin	SBDC Network Administration
11	Distribution of Cash Handling Procedures to employees who	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director,
11	handle cash.	Mae Hurst, Dept Bus Admin	SBDC Network Administration
12	Consistent and efficient responses to inquiries.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director,
12	Consistent and efficient responses to inquiries.	Wae Hurst, Dept Bus Aumin	SBDC Network Administration
PETTY	CASH		SBDC Network Administration
LLIII	CASII		
1	Preparing petty cash disbursements.	NA	
	F		
2	Ensuring petty cash disbursements are not for more than \$100.	NA	
3	Ensuring petty cash disbursements are made for only authorized	NA	
	purposes.		
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each	NA	
	disbursement.		
CONT	RACT ADMINISTRATION		
	-		
1	Ensuring departmental personnel comply with contract	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director,
	administration policies/procedures.		SBDC Network Administration
PROPE	RTY MANAGEMENT		
<u> </u>	In afrancia de conseli	Marchania NG	Cathorina C
1	Performing the annual inventory.	Moe Aung, Microsystems Analyst	Catherine Connors, Mgr,
_	Enguing the annual investors and 1 1 1	Cothorino Courses M	College/Div Info Services 2
2	Ensuring the annual inventory was completed correctly.	Catherine Connors, Mgr,	
2	Tagging equipment.	College/Div Info Services 2	Moe Aung, Microsystems Analyst
3	ragging equipment.	Catherine Connors, Mgr,	wice Aurig, iviicrosystems Analyst
<u>/</u>	Approving requests for removal of equipment from campus.	College/Div Info Services 2 Sue Rhodes, Deputy Director,	
4	Approving requests for removal of equipment from campus.	. 1 2	Stava I auranca Evacutiva Dinasta
DISCL	OCUDE EODING	SBDC Network Administration	Steve Lawrence, Executive Directo
DISCLO	OSURE FORMS		
1	Enqueing all amplayans with purchasing influence assert to the	Mac Hurst Dont Duc Admin	Sua Bhadas Danutu Dinastas
1	Ensuring all employees with purchasing influence complete the	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director,
_	annual Related Party disclosure statement online.	Mag Hungt Dont Don Admin	SBDC Network Administration
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director,
	complete the Consulting disclosure statement online.		SBDC Network Administration

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		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
3	Ensuring that all Principal and Co-Principal Investigators	Mae Hurst, Dept Bus Admin	
	complete the annual Conflict of Interest disclosure statement for		Sue Rhodes, Deputy Director,
	the Division of Research.		SBDC Network Administration

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		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
ACCO	UNTS RECEIVABLE		
1	Extending of credit.	Sue Rhodes, Deputy Director,	
		SBDC Network Administration	Steve Lawrence, Executive Director
2	Billing.	LaWanda Johnson, Financial	Sue Rhodes, Deputy Director,
		Analyst 2	SBDC Network Administration
3	Collection.	LaWanda Johnson, Financial	Sue Rhodes, Deputy Director,
		Analyst 2	SBDC Network Administration
4	Recording.	Various individuals-who receive	Sue Rhodes, Deputy Director,
		cash and who have CH training	SBDC Network Administration
5	Monitoring credit extended.	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director,
		_	SBDC Network Administration
6	Approving write-offs.	Sue Rhodes, Deputy Director,	
		SBDC Network Administration	Steve Lawrence, Executive Director
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director,
	fund equity at year-end.	, 1	SBDC Network Administration
2	Ensuring that research expenditures are covered by funds from	Mae Hurst, Dept Bus Admin	Sue Rhodes, Deputy Director,
	sponsors.	, 1	SBDC Network Administration
DEPA	RTMENTAL COMPUTING		
1	Management of the departments' information technology	Catherine Connors, Mgr,	Sue Rhodes, Deputy Director,
	resources.	College/Div Info Services 2	SBDC Network Administration
2	Ensuring that critical data back up occurs.	Catherine Connors, Mgr,	Sue Rhodes, Deputy Director,
	G	College/Div Info Services 2	SBDC Network Administration
3	Ensuring that procedures such as password controls are	Catherine Connors, Mgr,	Sue Rhodes, Deputy Director,
	followed.	College/Div Info Services 2	SBDC Network Administration
4	Reporting of suspected security violations.	Catherine Connors, Mgr,	Sue Rhodes, Deputy Director,
		College/Div Info Services 2	SBDC Network Administration

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