	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.	Stacie Spikes (DBA)	Elizabeth Giron (ABA)
2	Updating the Baseline Standards Form.	Stacie Spikes (DBA)	Elizabeth Giron (ABA)
	FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Elizabeth Giron (ABA)	Stacie Spikes (DBA)
2	Reviewing cost center verifications.	Elizabeth Giron (ABA)	Stacie Spikes (DBA)
3	Approving cost center verifications.	Principle Investigators, Dept Chair	Stacie Spikes (DBA)
4	Ensuring all cost centers are verified/approved on a timely basis.	Stacie Spikes (DBA)	Elizabeth Giron (ABA)
	FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Elizabeth Giron (ABA)	Stacie Spikes (DBA)
2	Ensuring the validity of travel and expense reimbursements.	Elizabeth Giron (ABA)	Stacie Spikes (DBA)
3	Ensuring that goods and services are received and that timely payment is made.	Kellie Sager (Office Coordinator)	Jenna Greengold (Financial Coordinator II)
4	Ensuring correct account coding on purchases documents.	Jenna Greengold (Financial Coordinator II)	Kellie Sager (Office Coordinator)
5	Primary contact for inquiries to expenditure transactions.	Jenna Greengold (Financial Coordinator II)	Kellie Sager (Office Coordinator)
	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.	Jenna Greengold- (Financial Coord	Elizabeth Giron (ABA)
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Jenna Greengold- (Financial Coordinator II)	Elizabeth Giron (ABA)
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Jenna Greengold- (Financial Coordinator II)	Elizabeth Giron (ABA)
4	Completing termination clearance procedures.	Jenna Greengold- (Financial Coordinator II)	Elizabeth Giron (ABA)
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Jenna Greengold- (Financial Coordinator II)	Elizabeth Giron (ABA)
6	Maintaining departmental Personnel files.	Jenna Greengold- (Financial Coordinator II)	Elizabeth Giron (ABA)
7	Ensuring valid authorization of new hires.	Jenna Greengold- (Financial Coordinator II)	Elizabeth Giron (ABA)
8	Ensuring valid authorization of changes in compensation rates.	Jenna Greengold- (Financial Coordinator II)	Elizabeth Giron (ABA)
9	Ensuring the accurate input of changes to the HR System.	Jenna Greengold- (Financial Coordinator II)	Elizabeth Giron (ABA)
10	Consistent and efficient responses to inquiries.	Jenna Greengold- (Financial Coordinator II)	Elizabeth Giron (ABA)

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Kellie Sager (Office Coordinator)	Elizabeth Giron (ABA)
2	Reconciling cash, checks, etc. to receipts.	Elizabeth Giron (ABA)	Kellie Sager (Office Coordinator)
3	Preparing deposits.	Dean's Office	
4	Preparing Journal Entries.	Kellie Sager (Office Coordinator)	Elizabeth Giron (ABA)
5	Verifying deposits posted correctly in the Finance System.	Stacie Spikes (DBA)	Elizabeth Giron (ABA)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Stacie Spikes (DBA)	Elizabeth Giron (ABA)
7	Secure deposits via UHDPS to Student Financial Services.	Dean's Office	
8	Ensuring deposits are made timely.	Kellie Sager (Office Coordinator)	Stacie Spikes (DBA)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Stacie Spikes (DBA)	Stephen Bangerter (Exec. Dir)
10	Updating Cash Handling Procedures as needed.	Stephen Bangerter, Exe Director	Elizabeth Giron (ABA)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Stacie Spikes (DBA)	Elizabeth Giron (ABA)
12	Consistent and efficient responses to inquiries.	Kellie Sager (Office Coordinator)	Elizabeth Giron (ABA)
PETTY CASH			
1	Preparing petty cash disbursements.	NA	NA
2	Ensuring petty cash disbursements are not for more than $100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Stacie Spikes (DBA)	Elizabeth Giron (ABA)
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Robert Dial (Electrical Tech II)	Ralph Brown (Elec. Tech)
2	Ensuring the annual inventory was completed correctly.	Robert Dial (Electrical Tech II)	Ralph Brown (Elec. Tech)
3	Tagging equipment.	Robert Dial (Electrical Tech II)	Ralph Brown (Elec. Tech)
4	Approving requests for removal of equipment from campus.	Robert Dial (Electrical Tech II)	Stacie Spikes (DBA)
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Stacie Spikes (DBA)	Elizabeth Giron (Asst. DBA)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Stacie Spikes (DBA)	Elizabeth Giron (Asst. DBA)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Stacie Spikes (DBA)	Elizabeth Giron (Asst. DBA)

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
	ACCOUNTS RECEIVABLE		
1	Extending of credit.	NA	NA
2	Billing.	Elizabeth Giron (Asst. DBA)	Stacie Spikes (DBA)
3	Collection.	Elizabeth Giron (Asst. DBA)	Stacie Spikes (DBA)
4	Recording.	Elizabeth Giron (Asst. DBA)	Stacie Spikes (DBA)
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	NA	NA
	NEGATIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Stacie Spikes (DBA)	Stephen Bangerter (Exec. Dir)
2	Ensuring that research expenditures are covered by funds from sponsors.	Principle Investigators	Stacie Spikes (DBA)
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Ralph Brown (Elec. Tech)	Eric Stern, Mgr College IT Support
2	Ensuring that critical data back up occurs.	Ralph Brown (Elec. Tech)	Eric Stern, Mgr College IT Support
3	Ensuring that procedures such as password controls are followed.	Ralph Brown (Elec. Tech)	Eric Stern, Mgr College IT Support
4	Reporting of suspected security violations.	Ralph Brown (Elec. Tech)	Eric Stern, Mgr College IT Support