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.	Gil Lizalde / DBA	Georgeann Smith / Executive Director, Business Services
2 Updating the Baseline Standards Form.	Gil Lizalde / DBA	Georgeann Smith / Executive Director, Business Services
FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1 Preparing cost center verifications.	Lanita Holmes/Accountant III	
2 Reviewing cost center verifications.	Gil Lizalde / DBA	Georgeann Smith / Executive Director, Business Services
3 Approving cost center verifications.	Designated Cost Center Managers	
4 Ensuring all cost centers are verified/approved on a timely basis.	Gil Lizalde / DBA	Candy Littleton/Asst. DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1 Ensuring valid authorization of purchase documents.	Designated Cost Center Managers	Gil Lizalde/DBA
2 Ensuring the validity of travel and expense reimbursements.	Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I, Dee Ann Canfield/Office Coord, Juanette Davis/Program Mgr. II.	Gil Lizalde/DBA
3 Ensuring that goods and services are received and that timely payment is made.	Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I, Dee Ann Canfield/Office Coord, Juanette Davis/Program Mgr. II.	Gil Lizalde/DBA
4 Ensuring correct account coding on purchases documents.	Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I, Dee Ann Canfield/Office Coord, Juanette Davis/Program Mgr. II.	Gil Lizalde/DBA
5 Primary contact for inquiries to expenditure transactions.	Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord I, Gregory Harrack/Fin Coord I.	Gil Lizalde/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.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I, Gil Lizalde/DBA
2 Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I, Gil Lizalde/DBA
3 Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I, Gil Lizalde/DBA
4 Completing termination clearance procedures.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I, Gil Lizalde/DBA
5 Ensuring terminated employees are no longer charged to departmental cost centers.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I, Gil Lizalde/DBA
6 Maintaining departmental Personnel files.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I, Gil Lizalde/DBA
7 Ensuring valid authorization of new hires.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I, Gil Lizalde/DBA
8 Ensuring valid authorization of changes in compensation rates.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I, Gil Lizalde/DBA
9 Ensuring the accurate input of changes to the HR System.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I, Gil Lizalde/DBA
10 Consistent and efficient responses to inquiries.	Vicky Henderson/Asst. DBA	Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I, Gil Lizalde/DBA
CASH HANDLING		

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
1	Collecting cash, checks, etc.	Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord I, Gregory Harrack/Fin Coord I, Dee Ann Canfield/Office Coord., Juanette Davis/Program Mgr II, Shenae Champ/Office Coord, Zuleyma Garcia/Office Coord.	Gil Lizalde/DBA
2	Reconciling cash, checks, etc. to receipts.	Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord I, Gregory Harrack/Fin Coord I, Dee Ann Canfield/Office Coord., Juanette Davis/Program Mgr II, Shenae Champ/Office Coord, Zuleyma Garcia/Office Coord.	Gil Lizalde/DBA
3	Preparing deposits.	Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord I, Gregory Harrack/Fin Coord I, Dee Ann Canfield/Office Coord., Juanette Davis/Program Mgr II, Shenae Champ/Office Coord, Zuleyma Garcia/Office Coord.	Gil Lizalde/DBA
4	Preparing Journal Entries.	Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord I, Gregory Harrack/Fin Coord I, Dee Ann Canfield/Office Coord., Juanette Davis/Program Mgr II, Shenae Champ/Office Coord, Zuleyma Garcia/Office Coord.	Gil Lizalde/DBA
5	Verifying deposits posted correctly in the Finance System.	Candy Littleton/Asst. DBA, Jackie Burkes/Fin Coord II, Celeste Fuentes/Fin Coord I	Gil Lizalde/DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Candy Littleton/Asst. DBA, Jackie Burkes/Fin Coord II, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord I, Gregory Harrack/Fin Coord I.	Gil Lizalde/DBA
7	Secure deposits via UHDPS to Student Financial Services.	Candy Littleton/Asst. DBA, Jackie Burkes/Fin Coord II, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I.	Gil Lizalde/DBA
8	Ensuring deposits are made timely.	Candy Littleton/Asst. DBA, Jackie Burkes/Fin Coord II, Vicky Henderson/Asst. DBA, Celeste Fuentes/Fin Coord II, Gregory Harrack/Fin Coord I.	Gil Lizalde/DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Candy Littleton/Asst. DBA, Vicky Henderson/Asst. DBA	Department supervisors and Gil Lizalde/DBA
10	Updating Cash Handling Procedures as needed.	Candy Littleton/Asst. DBA	Change fund custodians
11	Distribution of Cash Handling Procedures to employees who handle cash.	Department Supervisors and/or Managers of Cash Handling	Candy Littleton/Asst. DBA
12	Consistent and efficient responses to inquiries.	All members of the business services team.	Gil Lizalde/DBA
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	

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
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.	Donnell Young, JD/ Assoc VP of Student Affairs and Dean of Students	Gil Lizalde/DBA and the Business Services contracts team
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	DSAES IT and Designated Department Property Custodian	
2	Ensuring the annual inventory was completed correctly.	DSAES IT and Designated Department Property Custodian	
3	Tagging equipment.	DSAES IT and Designated Department Property Custodian	
4	Approving requests for removal of equipment from campus.	Devi Bala / Assistant VP Business Services, Georgeann Smith /Executive Director Business Services	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Donnel Young, J.D. / Assoc VP of Student Affairs and Dean of Students, Vicky Henderson/ Asst. DBA	Gil Lizalde/DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Donnel Young, J.D. / Assoc VP of Student Affairs and Dean of Students, Vicky Henderson/ Asst. DBA	Gil Lizalde/DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Donnel Young, J.D. / Assoc VP of Student Affairs and Dean of Students, Vicky Henderson/ Asst. DBA	Gil Lizalde/DBA
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.	Candy Littleton/Asst. DBA, Celeste Fuentes/Fin Coord II	Gil Lizalde/DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Candy Littleton/Asst. DBA, Celeste Fuentes/Fin Coord II	Gil Lizalde/DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	DSAES IT	UIT
2	Ensuring that critical data back up occurs.	DSAES IT	UIT
3	Ensuring that procedures such as password controls are followed.	DSAES IT	UIT
4	Reporting of suspected security violations.	All staff members	DSAES IT / UIT

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
FOR DEPARTMENT LISTED BELOW:			
H0218	Veteran Services	Candy Littleton	Gil Lizalde/DBA
H0223	Dean of Students	Candy Littleton	Gil Lizalde/DBA
H0229	Children's Learning Centers	Candy Littleton	Gil Lizalde/DBA
H0678	Woman and Gender Resource Center	Candy Littleton	Gil Lizalde/DBA
H0217	International Student Support Services Office	Candy Littleton	Gil Lizalde/DBA