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

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Suleyka Cruzalta/DBA	David McMullen/Dir, Bus Ops
2	Reconciling cash, checks, etc. to receipts.	Suleyka Cruzalta/DBA	David McMullen/Dir, Bus Ops
3	Preparing deposits.	Suleyka Cruzalta/DBA	David McMullen/Dir, Bus Ops
4	Preparing Journal Entries.	Suleyka Cruzalta/DBA	David McMullen/Dir, Bus Ops
5	Verifying deposits posted correctly in the Finance System.	Suleyka Cruzalta/DBA	David McMullen/Dir, Bus Ops
6	Adequacy of physical safeguards of cash receipts and equivalent.	Suleyka Cruzalta/DBA	David McMullen/Dir, Bus Ops
7	Secure deposits via UHDPS to Student Financial Services.	Suleyka Cruzalta/DBA	David McMullen/Dir, Bus Ops
8	Ensuring deposits are made timely.	Suleyka Cruzalta/DBA	David McMullen/Dir, Bus Ops
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Suleyka Cruzalta/DBA	David McMullen/Dir, Bus Ops
10	Updating Cash Handling Procedures as needed.	Suleyka Cruzalta/DBA	David McMullen/Dir, Bus Ops
11	Distribution of Cash Handling Procedures to employees who handle cash.	Suleyka Cruzalta/DBA	David McMullen/Dir, Bus Ops
12	Consistent and efficient responses to inquiries.	Suleyka Cruzalta/DBA	David McMullen/Dir, Bus Ops
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.	Suleyka Cruzalta/DBA	David McMullen/Dir, Bus Ops
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll IT's
2	Ensuring the annual inventory was completed correctly.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll IT's
3	Tagging equipment.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll IT's
4	Approving requests for removal of equipment from campus.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll IT's
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Vicki Bell/Research Admin	David McMullen/Dir, Bus Ops
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Vicki Bell/Research Admin	David McMullen/Dir, Bus Ops
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Vicki Bell/Research Admin	David McMullen/Dir, Bus Ops

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	NA	NA
3	Collection.	NA	NA
4	Recording.	NA	NA
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.	Suleyka Cruzalta/DBA	David McMullen/Dir, Bus Ops
2	Ensuring that research expenditures are covered by funds from sponsors.	Suleyka Cruzalta/DBA	David McMullen/Dir, Bus Ops
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll IT's
2	Ensuring that critical data back up occurs.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll IT's
3	Ensuring that procedures such as password controls are followed.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll IT's
4	Reporting of suspected security violations.	Vinh Trinh/Lan Admin	Tom Jones/Dir, Coll IT's