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.	Laura Molina-Guzman / DBA	Gil Lizalde / Director, Business Services	
2	Updating the Baseline Standards Form.	Laura Molina-Guzman/ DBA	Gil Lizalde / Director, Business Services	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS				
1	Preparing cost center verifications.	Finanial Reporting Team		
2	Reviewing cost center verifications.	Laura Molina-Guzman / DBA	Gil Lizalde / Director, Business Services	
3	Approving cost center verifications.	Designated Cost Center Managers		
4	Ensuring all cost centers are verified/approved on a timely basis.	Laura Molina-Guzman / DBA	Gil Lizalde / Director, Business Services	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS				
1	Ensuring valid authorization of purchase documents.	Designated Cost Center Managers	Laura Molina-Guzman/DBA	
2	Ensuring the validity of travel and expense reimbursements.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord II, Dulce Medrano/Fin Coord II.	Laura Molina-Guzman/DBA	
3	Ensuring that goods and services are received and that timely payment is made.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord II, Dulce Medrano/Fin Coord II.	Laura Molina-Guzman /DBA	
4	Ensuring correct account coding on purchases documents.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord II, Dulce Medrano/Fin Coord II.	Laura Molina-Guzman /DBA	
5	Primary contact for inquiries to expenditure transactions.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord II, Dulce Medrano/Fin Coord II.	Laura Molina-Guzman/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.	Keiry Vallejo/Asst. DBA	Dulce Medrano/Fin Coord II, Laura Molina-Guzman/DBA	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Keiry Vallejo/Asst. DBA	Dulce Medrano/Fin Coord II, Laura Molina-Guzman/DBA	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Keiry Vallejo/Asst. DBA	Dulce Medrano/Fin Coord II, Laura Molina-Guzman/DBA	
4	Completing termination clearance procedures.	Keiry Vallejo/Asst. DBA	Dulce Medrano/Fin Coord II, Laura Molina-Guzman/DBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Keiry Vallejo/Asst. DBA	Dulce Medrano/Fin Coord II, Laura Molina-Guzman/DBA	
6	Maintaining departmental Personnel files.	Keiry Vallejo/Asst. DBA	Dulce Medrano/Fin Coord II, Laura Molina-Guzman/DBA	
7	Ensuring valid authorization of new hires.	Keiry Vallejo/Asst. DBA	Dulce Medrano/Fin Coord II, Laura Molina-Guzman/DBA	
8	Ensuring valid authorization of changes in compensation rates.	Keiry Vallejo/Asst. DBA	Dulce Medrano/Fin Coord II, Laura Molina-Guzman/DBA	
9	Ensuring the accurate input of changes to the HR System.	Keiry Vallejo/Asst. DBA	Dulce Medrano/Fin Coord II, Laura Molina-Guzman/DBA	
10	Consistent and efficient responses to inquiries.	Keiry Vallejo/Asst. DBA	Dulce Medrano/Fin Coord II, Laura Molina-Guzman/DBA	
CASH HANDLING				
1	Collecting cash, checks, etc.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord, Dulce Medrano/Fin Coord, Juanette Davis/Program Mgr II, Shenae Champ/Program Mgr	Laura Molina-Guzman/DBA	
2	Reconciling cash, checks, etc. to receipts.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord, Dulce Medrano/Fin CoordI, Juanette Davis/Program Mgr II, Shenae Champ/Program Mgr	Laura Molina-Guzman/DBA	

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		Primary (Required)	Secondary (Optional)	
3	Preparing deposits.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord, Dulce Medrano/Fin CoordI, Juanette Davis/Program Mgr II, Shenae Champ/Program Mgr	Laura Molina-Guzman/DBA	
4	Preparing Journal Entries.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord, Dulce Medrano/Fin CoordI, Juanette Davis/Program Mgr II, Shenae Champ/Program Mgr	Laura Molina-Guzman/DBA	
5	Verifying deposits posted correctly in the Finance System.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord, Dulce Medrano/Fin Coord	Laura Molina-Guzman/DBA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord, Dulce Medrano/Fin Coord	Laura Molina-Guzman/DBA	
7	Secure deposits via UHDPS to Student Financial Services.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord, Dulce Medrano/Fin Coord	Laura Molina-Guzman/DBA	
8	Ensuring deposits are made timely.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord, Dulce Medrano/Fin Coord	Laura Molina-Guzman/DBA	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord, Dulce Medrano/Fin Coord	Department supervisors and Laura Molina-Guzman (DBA)	
10	Updating Cash Handling Procedures as needed.	Keiry Vallejo/Asst. DBA	Change fund custodians	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Department Supervisors and/or Managers of Cash Handling	Keiry Vallejo/Asst. DBA	
12	Consistent and efficient responses to inquiries.	All members of the business services team.	Laura Molina-Guzman/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		
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	Laura Molina-Guzman (DBA) and the Business Services contracts team	
PROPERTY MANAGEMENT				
1	Performing the annual inventory.	Designated Property Custodian	DSA IT	
2	Ensuring the annual inventory was completed correctly.	Designated Property Custodian	DSA IT	
3	Tagging equipment.	Designated Property Custodian	DSA IT	
4	Approving requests for removal of equipment from campus.	Gil Lizalde, Director Business Services	Caron Park, Exec Dir, DSA 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, Keiry Vallejo/ Asst. DBA	Laura Molina-Guzman/DBA	

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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, Keiry Vallejo/ Asst. DBA	Laura Molina-Guzman/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, Vallejo/ Asst. DBA	Laura Molina-Guzman/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.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord II	Laura Molina-Guzman/DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Keiry Vallejo/Asst. DBA, Irene Santos/Fin Coord II	Laura Molina-Guzman/DBA	
DEPARTMENTAL COMPUTING				
1	Management of the departments' information technology resources.	DSA IT	UIT	
2	Ensuring that critical data back up occurs.	DSA IT	UIT	
3	Ensuring that procedures such as password controls are followed.	DSA IT	UIT	
4	Reporting of suspected security violations.	All staff members	DSA IT / UIT	
FOR DEPARTMENT LISTED BELOW:				
H0218	**Veteran Services**	**Keiry Vallejo**	**Laura Molina-Guzman/DBA**	
H0223	**Dean of Students**	**Keiry Vallejo**	**Laura Molina-Guzman/DBA**	
H0229	**Children's Learning Centers**	**Keiry Vallejo**	**Laura Molina-Guzman/DBA**	
H0678	**Woman and Gender Resource Center**	**Keiry Vallejo**	**Laura Molina-Guzman/DBA**	
H0217	**International Student Support Services Office**	**Keiry Vallejo**	**Laura Molina-Guzman/DBA**	
H0536	**Dean of Students (College Rollup)**	**Keiry Vallejo**	**Laura Molina-Guzman/DBA**	