<table>
<thead>
<tr>
<th>Description of Responsibility</th>
<th>Responsible Person(s) (Name/Title)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE</strong></td>
<td></td>
</tr>
<tr>
<td>1 Ensuring the Departmental Policy and Procedures manual is current.</td>
<td>Jacqueline Smith/Director IT Business Services</td>
</tr>
<tr>
<td>2 Updating the Baseline Standards Form.</td>
<td>Jacqueline Smith/Director IT Business Services</td>
</tr>
<tr>
<td><strong>COST CENTER MANAGEMENT</strong></td>
<td></td>
</tr>
<tr>
<td>1 Preparing cost center verifications.</td>
<td>Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II</td>
</tr>
<tr>
<td>2 Approving cost center verifications.</td>
<td>Jacqueline Smith/Director IT Business Services; Hossein Shahrokhi, Associate Vice President, Information Technology</td>
</tr>
<tr>
<td>3 Ensure all cost centers contain a positive balance.</td>
<td>Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II</td>
</tr>
<tr>
<td>4 Verifies that all non-project/grant fund groups contain a positive equity balance at year-end</td>
<td>Jacqueline Smith/Director IT Business Services</td>
</tr>
<tr>
<td>5 Ensuring all cost centers are verified/approved on a timely basis; no later than 60 days after the accounting period is closed.</td>
<td>Jacqueline Smith/Director IT Business Services</td>
</tr>
<tr>
<td>6 Identifies non-active non-project/grant cost centers and notify the appropriate department to deactivate the cost center.</td>
<td>Jacqueline Smith/Director IT Business Services</td>
</tr>
<tr>
<td><strong>DEPARTMENTAL EXPENSES</strong></td>
<td></td>
</tr>
<tr>
<td>1 Ensuring valid authorization of purchase documents.</td>
<td>Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II; Jacqueline Johnson, Financial Assistant II</td>
</tr>
<tr>
<td>2 Ensuring the validity of travel and expense reimbursements.</td>
<td>Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II; Jacqueline Johnson, Financial Assistant II</td>
</tr>
<tr>
<td>3 Ensuring that goods and services are received and that timely payment is made.</td>
<td>Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II; Jacqueline Johnson, Financial Assistant II</td>
</tr>
<tr>
<td>4 Ensuring correct account coding on purchases documents.</td>
<td>Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II; Jacqueline Johnson, Financial Assistant II</td>
</tr>
<tr>
<td></td>
<td>PAYROLL / HUMAN RESOURCES</td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.</td>
</tr>
<tr>
<td>3</td>
<td>Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.</td>
</tr>
<tr>
<td>4</td>
<td>Ensuring terminated employees are no longer charged to departmental cost centers.</td>
</tr>
<tr>
<td>5</td>
<td>Verifies that a Separation Clearance Form has been completed for terminated employee.</td>
</tr>
<tr>
<td>6</td>
<td>Consistent and efficient responses to inquiries.</td>
</tr>
<tr>
<td></td>
<td>CASH HANDLING</td>
</tr>
<tr>
<td>1</td>
<td>Collecting cash, checks, etc.</td>
</tr>
<tr>
<td>2</td>
<td>Prepares Departmental Deposit Form.</td>
</tr>
<tr>
<td>3</td>
<td>Approves Departmental Deposit Form.</td>
</tr>
<tr>
<td>4</td>
<td>Transports deposit to the Cashiers Office.</td>
</tr>
<tr>
<td>5</td>
<td>Preparing Journal Entries.</td>
</tr>
<tr>
<td>6</td>
<td>Verifying deposits posted correctly in the Finance System.</td>
</tr>
<tr>
<td>7</td>
<td>Adequacy of physical safeguards of cash receipts and equivalent.</td>
</tr>
<tr>
<td>8</td>
<td>Ensuring deposits are made timely.</td>
</tr>
<tr>
<td>9</td>
<td>Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.</td>
</tr>
<tr>
<td>10</td>
<td>Updating Cash Handling Procedures as needed.</td>
</tr>
<tr>
<td>11</td>
<td>Consistent and efficient responses to inquiries.</td>
</tr>
</tbody>
</table>

**CONTRACT ADMINISTRATION**

| 1 | Ensuring departmental personnel comply with contract administration policies/procedures. | Jacqueline Smith, Director, IT Business Services; Burgundi Lemond, Department Business Manager III; Taylor Quinn, Department Business Manager II |

**PROPERTY MANAGEMENT**

<p>| 1 | Tagging equipment. | Dewayne Loville, Coordinator, Information Technology Equipment Inventory Property Custodian |
| 2 | Performing the annual inventory. | Dewayne Loville, Coordinator, IT Equipment Inventory |
| 3 | Ensuring the annual inventory was completed correctly. | Miguel Ruiz Director IT Infrastructure and Communication Services |
| 3 | Approves the annual Inventory Confirmation Form. | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Prepares Request for Request to Remove Capital Property Form for assets taken off campus.</td>
<td>Dewayne Loville, Coordinator, Information Technology Equipment Inventory Property Custodian</td>
</tr>
<tr>
<td>5</td>
<td>Approves Request for Request to Remove Capital Property Form for assets taken off campus.</td>
<td>IT Directors and Property Management</td>
</tr>
<tr>
<td><strong>DISCLOSURE FORMS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Verifies that required annual disclosure form training has been completed by applicable employees.</td>
<td>Hossein Shahrokhi, Associate VP Information Technology Jacqueline Smith, Director, IT Business Services</td>
</tr>
<tr>
<td>2</td>
<td>Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.</td>
<td>Hossein Shahrokhi, Associate VP Information Technology Jacqueline Smith, Director, IT Business Services</td>
</tr>
<tr>
<td>3</td>
<td>Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Office of Research and Sponsored Programs.</td>
<td>Hossein Shahrokhi, Associate VP Information Technology</td>
</tr>
<tr>
<td><strong>RESEARCH ADMINISTRATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Verifies that all grant cost centers contain positive budgetary balances.</td>
<td>N/A</td>
</tr>
<tr>
<td>2</td>
<td>Ensuring that research expenditures are covered by funds from sponsors.</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>Notifies the appropriate department to deactivate expired grant cost centers.</td>
<td>N/A</td>
</tr>
<tr>
<td>4</td>
<td>Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.</td>
<td>N/A</td>
</tr>
<tr>
<td>5</td>
<td>Verifies that effort reporting is accurately calculated (verifies actual time) and timely reported (quarterly).</td>
<td>N/A</td>
</tr>
<tr>
<td>6</td>
<td>Verifies that a Conflict of Interest Form is completed annually for all applicable employees; and submitted timely to the Division of Research.</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>SCHOLARSHIPS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Prepares written department scholarship procedures (awarding, criteria, eligibility guidelines, etc…).</td>
<td>N/A</td>
</tr>
<tr>
<td>2</td>
<td>Verifies that all available department scholarships are publicized (web site, in department, etc…).</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>Verifies that the scholarship award recipient was eligible for the award and met all required criteria (GPA, major, requisite hours, letters of recommendation, etc…).</td>
<td>N/A</td>
</tr>
<tr>
<td>4</td>
<td>Verifies that the scholarship award recipient was eligible for the award and met all required criteria (GPA, major, requisite hours, letters of recommendation, etc…).</td>
<td>N/A</td>
</tr>
<tr>
<td>5</td>
<td>Reviews scholarship cost centers annually to help ensure that available scholarship funds are being awarded; and to identify excessive equity balances in scholarship cost centers.</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>DEPARTMENTAL COMPUTING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Management of the departments’ information technology resources.</td>
<td>Information Technology Directors</td>
</tr>
<tr>
<td>2</td>
<td>Ensuring that critical data back up occurs.</td>
<td>Miguel Ruiz Director IT Infrastructure and Communication Services</td>
</tr>
<tr>
<td>3</td>
<td>Ensuring that procedures such as password controls are followed.</td>
<td>Cheryl Robertson, Director User Support Services</td>
</tr>
<tr>
<td>4</td>
<td>Reporting of suspected security violations.</td>
<td>All Employees</td>
</tr>
</tbody>
</table>