

University of Louisiana System

**Title: REPORTING THE
MISAPPROPRIATION OF
PUBLIC FUNDS OR ASSETS**

Effective Date: April 1, 2009

Cancellation: Last Revision January 1, 2004

Chapter: Miscellaneous

Policy and Procedures Memorandum

The following procedures shall be followed in reporting the misappropriation of funds or assets (theft, fraud, etc.) to the System Office, Office of the Legislative Auditor, the Office of Risk Management, and/or local law enforcement officials. This procedure is in agreement with Act 1101 of the 2001 Legislative Session, requiring governmental entities and quasi-public entities to notify the Legislative Auditor and the local District Attorney of any misappropriation of public funds or assets. Notification requirements to the Office of Risk Management are in accordance with the terms of the Public Employee Blanket Bond.

1. Misappropriation is the intentional, illegal use of the property or funds of the university for one's own personal use or for unauthorized purposes. Examples include fraud, theft, and embezzlement.
2. A university president who has actual knowledge of any misappropriation of the public funds or assets of the university shall notify, in writing, the legislative auditor and the district attorney of the parish in which the agency is domiciled of such misappropriation.
3. Any university employee who discovers a loss or a situation that may result in loss of, or loss from damage to university assets, should notify the university president (or his designee) as soon as possible. This requirement allows the university president (or his designee) to determine if campus police must be notified when he feels the loss of or loss from damage to university assets is the result of employee dishonesty. Each university should determine the process for notification as well as notifying

staff and faculty of the university president's designee. The Office of Risk Management must also be notified immediately when the university discovers a loss or a situation that may result in a loss of university assets.

4. The System Director of Internal Audit should also be notified by phone and in writing immediately of the misappropriation or discovery of a loss or situation that may result in a loss from damage to university assets. The university shall keep the Director abreast of any ongoing investigations.

Policy References:

Office of the Legislative Auditor
Office of Risk Management

Review Process:

Internal Auditors
Chief Fiscal Officers
University Presidents

Distribution:

Internal Auditors
University Presidents