

# Tennessee Tech University

## Office of Internal Audit

Management at Tennessee Tech University is responsible for establishing and implementing systems and procedures to prevent and detect fraud, waste and abuse.

The basic elements of a proper control system include:

- Creating a culture of honesty and high ethics
- Evaluating risks and implementing controls in the document, Management Antifraud Programs and Controls: Guidance to Help Prevent and Deter Fraud found as an exhibit in their Professional Auditing Standard AU 316

Internal Audit has reporting responsibility to the Tennessee Tech Board of Trustees. This reporting relationship enables Internal Audit staff to independently and objectively review matters involving any level of administration.

When the Office of Internal Audit receives allegations of fraud, waste, or abuse by an employee, outside contractor, or vendor, Internal Audit staff are required to conduct an investigation.

Supervisors should **not** attempt to conduct investigations nor alert suspected employees of an impending investigation.

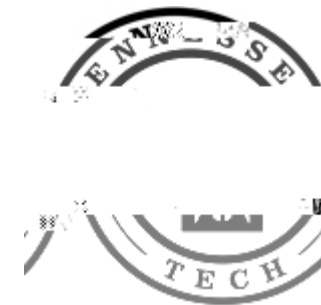
The Tennessee Tech Office of Internal Audit also provides a confidential method for reporting concerns that do not rise to the level of fraud, waste, or abuse, such as:

- Code of Conduct violations
- Internal control weaknesses
- Accounting or auditing concerns

The form to report non-fraud, waste, or abuse complaints can be found at:

<https://www.tntech.edu/internalaudit/general-complaint-reporting>

Non-fraud, waste, or abuse matters are typically referred to the appropriate Tennessee Tech office for resolution.



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\_\_\_\_\_ at the AICPA's website: [www.aicpa.org](http://www.aicpa.org).

Internal Audit can provide assistance in reviewing risks, processes, procedures or internal controls Contact our office at: (931) 372-3045.

Tennessee Tech University is committed to the responsible stewardship of resources. State law requires all public institutions of higher education provide a means by which students, employees, or others may report suspected or known improper or dishonest acts (T.C.A § 49-14-103(a)). Whether you are part of departmental management, a faculty or staff member, a student, or an interested citizen, we encourage you to report known or suspected fraud, waste, or abuse by employees, outside contractors, or vendors (T.C.A § 8-50-116).

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Activities such as the following, either known or suspected, should be reported:

- Theft or misappropriation of funds, supplies, property, or other institutional resources
- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Improper and wasteful activity
- Falsification of reports to management or external agencies
- Pursuit of a benefit or advantage in violation of the Board's conflicts of interest policy
- Authorization or receipt of compensation for hours not worked

Before making allegations of fraud, waste, or abuse, be reasonably certain of any claims. Such allegations could seriously and negatively impact the accused individual's life and