

POLICY

Effective Date: April 24, 2006
Approved By: President's Council

Authority: SAAM 20.30,
RCW 43.09.185 and RCW 43.09.330

See Also: PRO-U5950.19A - Reporting Loss of University Funds or Property,
POL-U5400.05 – Using University Resources,
POL-U5500.02 - Whistleblower Legislation,
POL-U5310.05 – Safeguarding Non-Public Financial Information,
and RCW 42.52 – Ethics in Public Service

POL-U5950.19 REPORTING LOSS OF UNIVERSITY FUNDS OR PROPERTY

This policy applies to all University personnel, including faculty, staff, volunteers and students.

1. Personnel must immediately report loss

All personnel *must* immediately report known or suspected loss. This ensures that:

- Losses are minimized.
- Investigations and audits are not hampered.
- Improper settlements are not made with employees.
- Incorrect personnel actions are not taken.
- Employees are protected from false accusations.
- Bond and insurance claims are not jeopardized.
- Compliance with state laws and regulations is accomplished.

2. Personnel follow established reporting procedures

When someone suspects or has knowledge of a loss, that person will follow the reporting procedures established by the University (see procedure **PRO U5950.19A - REPORTING LOSS OF UNIVERSITY FUNDS OR PROPERTY**).

3. Personnel protect pertinent records from destruction

Personnel will protect all pertinent records related to the loss from destruction. All original records related to the loss should be secured in a safe place until an investigation or audit has been completed.

4. Personnel will not attempt to correct the loss

Personnel will not attempt to correct the loss without first reporting to the authorities identified in the reporting procedures. State law requires written approval of the Assistant Attorney General and State Auditors Office (SAO) before the University can make any restitution

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agreement, compromise, or settlement of claims that are related to losses that are required to be reported to the SAO.

Definitions used in this policy:

Loss or losses means any known or suspected loss resulting in the unauthorized taking of University (public or non-public) funds or property or other illegal activity. This may include, *but is not limited to*:

- any dishonest or fraudulent act resulting in financial loss to the University;
- forgery or alteration of records or documents;
- any misappropriation of funds, securities, supplies, furniture, equipment or other asset;
- acceptance of kickbacks or bribes;
- irregularities in the handling or reporting of money transactions;
- use of University facilities and equipment for private financial gain;
- participation by personnel in transactions with the University that result in economic gain to themselves, their immediate families, or a business with which they are directly associated;
- any unauthorized access to or personal use of financial information; or
- any successful computer hacking effort, infiltration of information databases, or impersonations leading to the defrauding of University customers.

However, the definition of loss or losses *does not mean*:

- reasonable “over and short” situations from cash receipting operations as part of normal accounting procedures unless unusual trends occur;
- reasonable inventory shortages identified during a physical count as part of normal accounting procedures unless unusual trends occur; or
- breaking and entering or other vandalism of property, which should be reported immediately to University Police or appropriate law enforcement agency.

Note: A loss may indicate a violation of other state law, regulation or University policy. A partial list of possibilities is under “*See Also*” in the policy header above.