



## Policy #20300

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### REPORTING MISAPPROPRIATIONS OF UNIVERSITY ASSETS

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**Effective Date:** October 1, 2020

**Revision Date:** October 21, 2022

**Responsible Office:** Controllers Office

**Division:** Finance and Administration

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#### I. PURPOSE/OBJECTIVE

The policy provides the procedure for employees to follow in reporting any misappropriation of University funds or other assets (including negotiable items) whether the misappropriation or theft occurs on or off campus.

This policy facilitates the University's compliance with Louisiana Revised Statute 24:523 (Act 2001, No. 1101; Acts 2014, No. 692.1.)

#### STATEMENT OF POLICY

The Grambling State University's (GSU) Reporting Misappropriations of University Assets Policy defines the procedure an employee is to follow in reporting any intentional or illegal use of University funds, including negotiable items, and/or property whether the act or theft occurs on or off campus.

#### II. POLICY PROCEDURE

When an employee becomes aware of a suspected misappropriation of public funds or other assets, including negotiable items, regardless of value, tagged or untagged, the employee shall immediately contact University Police Department for reporting and investigation.

When the University Police Department becomes aware of a misappropriation of public funds or other assets, including negotiable items, of the University, regardless of value, tagged or untagged, the investigating officer shall complete an incident report and immediately send a copy of the report to the President, Office of Risk Management, Property Control Manager and Internal Auditor.

When the Office of Risk Management becomes aware of a misappropriation of public funds or other assets, including negotiable items, of the University, regardless of value, tagged or untagged, the Director of Risk Management shall draft the ACT 1101 letter for the President's letterhead and signature. Draft copies for the Louisiana Legislative Auditor, the Lincoln Parish District Attorney and the University of Louisiana System are sent to the President's office.

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When forced entry or similar unauthorized access has occurred, Property Control will take a complete physical inventory of movable property to determine the extent of items missing and shall report the results of the physical inventory to University Police and the Internal Auditor. In addition, if monetary items, including negotiable items, are involved the Controller's Office and the Office of Internal Audit will be notified so that an investigation is performed.

When the President is made aware of or observes any such misappropriation, the President will immediately notify, in writing, the Legislative Auditor of the State of Louisiana, the District Attorney of Lincoln Parish, and the University of Louisiana System Director of Internal Audit with the ACT 1101 letter.

**III. Reviewed and Revision History**