

Frequently Asked Questions

Why do we have a fraud reporting program?

Best business practices support that a fraud reporting program is an integral part of a good business environment. The University has financial and operating controls in place to provide reasonable assurance that fraudulent, illegal or dishonest activity by employees, officers, business contacts or others is prevented or detected. However, management recognizes the potential for inappropriate activities and behavior still exists within the University, as it does in any organization. To ensure our controls are effective, management is establishing this Fraud Reporting Program to provide a mechanism for individuals to report improper or inappropriate activities not identified by existing controls.

Who is responsible for administering the program?

At IPFW, the Comptroller's Office is responsible for the administration of the Fraud Reporting Program. Any questions regarding the Program can be addressed by calling their office at (260) 481-6322, e-mailing Daniel Gebhart at gebhardt@ipfw.edu, or by sending a letter to IPFW, Comptroller's Office, Kettler Hall Room G95, 2101 E. Coliseum Blvd., Fort Wayne, IN 46805-1499.

When should you use the program?

There may be times when employees, students or other University contacts suspect or become aware of questionable acts concerning the University. Reportable activities include, but are not limited to: theft, embezzlement, improper reporting of time (e.g., timecard, exception leave reporting), payments, misuse or questionable use of cash, diversion of or lack of timely deposit of University revenues, credit card fraud, inappropriate communication of confidential information (e.g., pay, social security number, other protected personal or financial information), and any other illegal or questionable acts.

The Program is not designed to monitor personnel issues, which should be addressed through departmental management, Human Resources or the Affirmative Action Office.

How will individuals reporting suspicious acts or behavior be treated?

All matters related to your report will be handled with discretion. Reporting can be done anonymously. However, whether reporting individuals prefer to be anonymous or not, they will not suffer any recrimination as a result of coming forward with their concerns. The Program is fully supported by management and has been established to provide a mechanism to report suspected inappropriate activities. We want you to feel confident about using the program.

How do you report inappropriate actions?

There are multiple means by which reports may be made. The Comptroller's Office will monitor fraud reporting telephone calls from (260) 481-6322. Information may also be mailed to their office. A form, Disclosure Form for Fraud Reporting, to assist in completing necessary information, is located on the Human Resources and the Comptroller's web site.

The Comptroller's Office will keep records of all communications received (date received, description, and action taken). The Comptroller's Office will handle the investigation unless the

report is not consistent with the intended purpose of the program and it will then refer to the appropriate policy division (i.e. personnel issues, etc.).

Depending on the nature of the suspected offense, the Comptroller's Office may work with or forward the information to the IPFW Police Department, Legal Counsel, Affirmative Action, Human Resources, or another relevant office.

What is the specific contact information for reporting incidents?

- Phone: (260) 481-6322
- Mailing Address: IPFW, Comptroller's Office, Kettler Hall Room G95, 2101 E. Coliseum Blvd., Fort Wayne, IN 46805-1499
- E-mail Address: gebhardt@ipfw.edu

What is the specific contact information for reporting incidents to the Internal Audit Office at Purdue West Lafayette?

- Phone Toll-Free: (866) 818-2620
- Mailing Address: Purdue University, Internal Audit Office, Freehafer Hall of Administrative Services, 401 S. Grant St., West Lafayette, IN 47907-2024
- E-mail Address: plfish@purdue.edu

What is the specific contact information for reporting incidents *anonymously*?

- Mailing Address: IPFW, Comptroller's Office, Kettler Hall Room G95, 2101 E. Coliseum Blvd., Fort Wayne, IN 46805-1499

Are there instances when the Comptroller's Office will not conduct an investigation?

If the information is not sufficient or detailed enough, the Comptroller's Office may not be able to conduct an investigation. As an example, if the report simply states to look at a department, the Comptroller's Office will not have enough information to conduct an investigation.