



OFFICE OF THE VICE CHANCELLOR FOR FINANCIAL AFFAIRS

TO: Faculty, Staff, and Students

FROM: Walter J. Branson
Vice Chancellor for Financial Affairs

RE: Fraud Reporting Program

Best practices provide for a fraud reporting program as an important part of a healthy business environment. IPFW has in place controls to provide reasonable assurance that fraudulent, illegal or dishonest activity on the part of University employees, officers, or business contacts is prevented or detected, but the potential for inappropriate transactions and behavior still exists within the University, as it does in any organization. Therefore, consistent with best practices, IPFW has implemented a fraud reporting program to ensure that the University provides a mechanism for reporting improper or inappropriate acts.

This is an important program, and I encourage you to use it when appropriate and to communicate the existence of this program to your colleagues in the University community. Please help us make the program a success by using it for its intended purpose, reporting suspected improper or illegal acts affecting IPFW that you have witnessed or of which you might have knowledge. Personal complaints regarding harassment or issues other than fraud should be filed according to existing University policies.

The Comptroller's Office is responsible for the administration of the IPFW Fraud Reporting Program. For additional information on the program, please visit www.hr.ipfw.edu/ethics/fraud.shtml. A Disclosure Form for Fraud Reporting is available. If you have specific questions about the program, please contact Daniel Gebhart, Comptroller, at (260) 481-6322, or gebhardt@ipfw.edu.

To report suspected fraud or other wrongdoings, call (260) 481-6322; mail information to IPFW, Comptroller's Office, Kettler Hall Room G95, 2101 E. Coliseum Blvd., Fort Wayne, IN 46805-1499; or e-mail gebhardt@ipfw.edu. To contact the Purdue West Lafayette Internal Audit Office, call Peggy Fish toll-free at (866) 818-2620; or mail information to Purdue University, Internal Audit Office, Freehafer Hall of Administrative Services, 401 S. Grant Street, West Lafayette, IN 47907-2024; or e-mail plfish@purdue.edu.

Thank you for your assistance and commitment to this effort.

c: Chancellor Michael A. Wartell