

ARTICLE 1: ESTABLISHMENT OF PROCEDURE FOR
DEVELOPMENT OF UNIVERSITY POLICIES
AND UNIVERSITY-WIDE POLICIES

Section 2: University-wide Policies
Policy: 2.1 Anti-Fraud Policy
Issued: July 1, 2002
Revised: March 8, 2010

PURPOSE

This policy is established to provide increased protection to the assets and financial interests of Chicago State University, to provide a coordinated approach to the identification, investigation and resolution of fraudulent activities, and to increase the overall awareness of the responsibility to report fraud and reasonably suspected fraudulent activity to the appropriate Chicago State administrators.

SCOPE

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- Intentional violation of the State Purchasing Act, including dishonest or improper reporting of results, selective reporting, or omission of conflicting data for deceptive purposes;
- Assigning an employee to perform non-employment related tasks by persons in a supervisory or management position

RESPONSIBILITIES

Chicago State University's Professional Conduct establishes guidelines for professional conduct and indicates those acting on behalf of the University have a general duty to conduct themselves in a manner that will maintain and strengthen the public's trust and confidence in the integrity of the University. All University employees are responsible for safeguarding University resources and ensuring they are used only for authorized purposes, in accordance with University rules, policies, and applicable law. It is a violation of University policy for any employee to receive or use University resources for non-University purposes or personal gain.

Management employees are responsible for detecting fraudulent activities or misconduct in their areas of responsibility. Each manager should be familiar with the types of improprieties that might occur in his/her area and be alert for any indication that improper or dishonest activity is or was in existence in his/her area. Management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent the reoccurrence of fraud.

University employees are required to cooperate with the University Ethics Office, Office of University Audits, University Police, and other involved law enforcement agencies in the detection, reporting, and investigation of fraud, including the prosecution of offenders. The Office of University Audits, University Counsel, Ethics Office or University Police will direct management involvement in any University investigation.

FRAUD INDICATORS

The following, though non-exclusive, may indicate fraudulent financial activities:

- Excessive number of missing or voided documents
- Alterations of documents
- Questionable handwriting or approval

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