

# OREGON INSTITUTE OF TECHNOLOGY

## Financial Irregularities

OIT-40-050

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### Background and Purpose

Oregon Institute of Technology (OIT) is committed to the highest standards of moral and ethical behavior. Employees of OIT are expected to report known or suspected financial irregularities. Oregon University System (OUS) Policy requires the institution to designate an administrator responsible for reporting known or suspected financial irregularities to the Oregon University System Internal Audit Division.

The purpose of this policy statement is to provide a formal protocol for communication among relevant parties. Responsible departments may wish to adopt policy or procedures that provide specific guidance on the appropriate lines of communication within their department.

### Policy

All employees of OIT are expected to report known or suspected financial irregularities and designate an administrator with

## References

OUS Policy on Financial Irregularities  
Oregon Revised Statutes Chapter 659A.200 to 659A.224  
Oregon Whistleblower Law

Oregon Revised Statutes Chapter 297  
Investigating Loss of Public Funds or Property 297.120

Department of Administrative Services Policy Manual  
Number 125-7-203  
Issuing Division- Risk Management Division  
Employee Dishonesty Policy

## Related Procedures

### 1. Employee believes a financial irregularity has occurred

When an employee believes a financial irregularity has occurred the employee is expected to report such instances along with relevant information. The normal reporting protocol is as follows:

- x Employee reports to responsible department administrator according to the department's reporting hierarchy.
- x Responsible department administrator reports known or suspected financial irregularities to the Vice President for Finance and Administration.

### 2. Evaluation of appropriate measures

The Vice President for Finance and Administration is responsible for contacting and consulting with the Financial Irregularities Advisory Committee, responsible department administrators, and OUS Internal Audit Division as appropriate to determine course of actions. Further actions may include:

- x Determining if further investigation is warranted;
- x Determining who should appropriately conduct further investigation;
- x Conducting investigation;
- x Determining appropriate contacts and communications with relevant internal and external parties.

### 3. Completion

At the completion of the investigation, OUS Internal Audit Division will report results of investigations to institution management and ensure relevant system and external reporting requirements are met.

The Vice President for Finance and Administration will ensure appropriate institutional communication occurs.

Institutional management will determine appropriate corrective or disciplinary actions based on report findings and recommendations including but not limited to seeking loss recovery.

### Definitions

Financial Irregularities

QIT-40-050

Page 4

OREGON INSTITUTE OF TECHNOLOGY

PROCEDURE SUMMARY

Policy No. OIT-40-050

RESPONSIBLE PARTY	RESPONSIBILITY
Employee	x Report known or suspected financial irregularity within responsible department or other parties as appropriate.
Responsible Department Administrator	x Report known or suspected financial