



Reporting Misappropriations of University Assets Policy

Policy #:	GU002.1
Policy Type:	University
Responsible Executive:	University President
Responsible Office:	President's Office
Originally Issued:	July 25, 2006
Latest Revision:	February 7, 2020
Effective Date:	February 7, 2020

I. Policy Statement

The University of Louisiana Monroe's (ULM) Reporting Misappropriations of University Assets Policy defines the procedure an employee is to follow in reporting any misappropriation of University funds or other assets whether the misappropriation or theft occurs on or off campus.

II. Purpose of Policy

The Reporting Misappropriations of University Assets Policy provides the procedure an employee is to follow in reporting any misappropriation of University funds or other assets whether the misappropriation or theft occurs on or off campus.

This policy facilitates the University's compliance with Louisiana Revised Statute 24:523 (Act 1101 of the 2001 Legislative Session).

III. Applicability

This policy is applicable to all University employees.

IV. Definitions

NA

V. Policy Procedure

When a University Employee becomes aware of a misappropriation of public funds or other asset of the University – regardless of value, tagged or untagged, the employee shall immediately contact the University Police Department (UPD) for reporting and investigation.

When the University Police Department becomes aware of a misappropriation of public funds or other asset of the University – regardless of value, tagged or untagged, the investigation officer shall complete an incident report and immediately send a copy of the incident report to the University President, with a copy to the University Property Control Manager.

When the University President has actual knowledge of any such misappropriation, the University President will immediately notify, in writing, the Legislative Auditor of the State of Louisiana and the District Attorney of Ouachita Parish.

Monthly, the Property Control Manager will compare UPD incident reports relating to any misappropriation of assets to the President's letters to the Legislative Auditor and the District Attorney to ensure timely and complete reporting of misappropriated assets.

VI. Enforcement

The University President is responsible for enforcement of this policy.

VII. Policy Management

The University President is the Responsible Executive who implements and administers the policy out of the President's Office.

VIII. Exclusions

NA

IX. Effective Date

This policy was adopted on February 7, 2020.

X. Adoption

This policy is hereby adopted on this 7th day of February 2020.

Recommended for Approval by:

Approved by:



Dr. Nick J. Bruno, President

XI. Appendices, References and Related Materials

Louisiana Revised Statute 24:523 Notification of the legislative auditor and district attorney
<https://legis.la.gov/Legis/Law.aspx?d=84144>

XII. Revision History

The original version of the policy was adopted by the President's Cabinet on July 25, 2006

Revised on February 7, 2020. Revisions included placing the policy in the new policy format.