

# The Audit Insight



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## NEW Misuse of Resources Training Video!

Understanding how university resources are used—and misused—is essential to maintaining accountability and trust. Through realistic examples and peer influence moments, the **Misuse of Resources Training Video** highlights how easily misuse can be normalized and why it's important to follow university policies. This video walks through common everyday situations where smaller decisions can lead to larger consequences. Check out the **Misuse of Resources Training Video!**

## Misuse of Resources

*By CWU Internal Audit*



## Challenge Question – Chance to Win \$25!

Which is an example of misuse of resources?

- A. Downloading an unapproved app on a work computer
- B. Using the office printer to create birthday invitations for your family
- C. Shopping for new clothes on a work computer
- D. All of the above

## Double your chances by answering the **Bonus Question** below!

What should you do if you are unsure whether something is acceptable?

- A. Assume it is fine
- B. Ask a coworker
- C. Ignore the situation
- D. Review University policy or ask a supervisor

Send responses to Jesús Baldovinos at [jesus.baldovinos@cwu.edu](mailto:jesus.baldovinos@cwu.edu) by May 8, 2026. Correct responses will be entered into a drawing for a \$25 Wildcat Shop gift card.



## Course Registration Experience Survey

This survey gathers feedback from CWU students about their experiences with course registration, orientation, and advising. Your responses will help the University improve these processes and make registration easier for future students. The survey takes only a few minutes to complete, all responses are confidential, and participants will be entered into a drawing for a \$25 Wildcat Shop gift card!

**CWU Students:**

# Share Your Voice!

Your feedback is vital for improving recruitment strategies and enhancing student experiences at our university.

Fill out our course registration experience survey by April 30th for a chance to **win a \$25 gift card!**

[Click Here](#)



**CWU Internal Audit**  
Barge Hall, Room  
311, Ext. 1191

## How to Be Successful at This Stuff

### Conflict of Interest (COI) Disclosures

Managing potential conflicts of interest is essential to maintain institutional integrity and ensure compliance with university and federal regulations. Here are key points for faculty and staff to be successful:

- **Understand Your Responsibilities:**  
Recognize that you have an ongoing obligation to disclose any outside professional activities, financial interests, or relationships that could potentially influence, or appear to influence, your university duties.
- **Disclose Transparently:**  
Provide complete and accurate information during the annual disclosure process. If a new relationship or financial interest arises mid-year, submit an updated disclosure immediately at: <https://cwu.coiriskmanager.com>.
- **Manage and Mitigate:**  
Work collaboratively with your department head to develop a management plan if a conflict is identified. Adhere strictly to the terms of any approved mitigation strategy.
- **Seek Guidance Promptly:**  
When in doubt, disclose. Reach out to CWU Internal Audit or your supervisor if you are unsure whether a specific activity or interest constitutes a reportable conflict.

Following these core practices helps maintain institutional trust, protect your professional reputation, and ensure full compliance with ethical standards.

### Internal Controls: The Playbook for Success

We know "Internal Controls" isn't exactly the most exciting topic on the agenda. But if you've been watching the Mariners lately, you know that winning isn't just about talent, it's about having a solid playbook and knowing your position.

Think of our internal controls as the strategy that keeps us in the pennant race:

- **Segregation of Duties:** You wouldn't have the pitcher trying to play shortstop while also covering center field. We split up our tasks for the same reason. It keeps everyone in their lane, makes sure no one is overwhelmed, and keeps the game moving smoothly.
- **Preventive Controls:** These are the signals from the dugout before the pitch is thrown. They're just the steps we take to make sure we're playing by the rules and avoiding errors before they even happen.
- **Detective Controls:** Even the pros review the tape. We look at the stats and the game film after the fact to see what went right and where we can tighten our defense. It's how we catch mistakes early and adjust our strategy for the next inning.

Controls aren't there to slow us down, they're there to make sure we play a clean, winning season. When we all know our positions and follow the playbook, we spend way less time scrambling to fix messes and more time celebrating the wins. Go Mariners! Let's keep our defense strong and our processes error free.

[cwu.edu/internal-audit/hotline](https://cwu.edu/internal-audit/hotline)

CWU is an EEO/AA/Title IX Institution. For accommodation email: [DS@cwu.edu](mailto:DS@cwu.edu). 19-BFA-21RN

Check out our  
past training  
videos!

- [How to Respond to Audit Recommendations](#)
- [Conflict of Interest](#)
- [Giving and Receiving Gifts](#)
- [Travel and Entertainment](#)
- [Reporting Misconduct](#)
- [Avoiding Retaliation](#)
- [Conflict of Interest \(2nd Edition\)](#)
- [Giving and Receiving Gifts \(2nd Edition\)](#)
- [Ethical Leadership](#)
- [Avoiding Fraud](#)
- [Reporting Fraud](#)
- [Travel 2nd Edition](#)

## In The News

[‘Ghost students’ stealing millions in financial aid from CA community colleges, investigation finds](#)

- ABC 7

[Former employee sues University of Oregon for retaliation](#)

- KLCC

[Assistant Professor’s Embezzlement from Washington University Leads to 27 Months in Prison](#)

- Missouri Attorney’s Office

## Internal Audit Hotline

### Using the Hotline

The Internal Audit Hotline provides a secure, confidential way for employees to report suspected fraud, waste, or policy violations. Access our guide to [using the hotline](#).

### Reporting Process

The Hotline is intended for faculty, staff, students and others to report suspected fraud or irregular activities such as improper transactions, suspected thefts, losses, misuse, or inappropriate action involving public funds, equipment, supplies, or other assets.

If you suspect an incident, situation or conduct violates a law, regulation, requirement or university policy, it is your duty to report it. To access the [Hotline](#) click the link below.

[Click Here to File a Hotline](#)

**CWU  
SPEAK UP!**



*Any employee who brings an issue to the university’s attention through the Hotline should be aware that university policy prohibits retaliation against employees who in good faith report apparent violations.*



### CONTACT INFORMATION

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