

The Audit Insight



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NEW Reporting Fraud Training!

Have you noticed suspicious activity in invoices or payments at work? Unsure of what to do? By the end of this brief fraud awareness training, you'll recognize red flags like unreceived goods, unfamiliar vendors, or unusual deposits; and know how to respond. Reporting concerns promptly helps protect the University from financial crime. Remember, fraud relies on silence; speaking up is key. Watch this quick training to stay vigilant and act confidently.



Reporting Fraud

Challenge Question – Chance to Win \$25!

According to the training video, which of the following is a red flag for possible fraud?

- A. Payments to unfamiliar organizations
- B. Invoices with clear documentation and delivery confirmation
- C. Payments to a long-time trusted vendor
- D. All invoices approved with supporting paperwork

Bonus Question – Double your chances!

According to the training video, if you suspect a financial crime or fraud, what should you do first?

- A. Ignore it until more evidence appears
- B. Collect documents that triggered your concern and report to Internal Audit
- C. Confront the suspected fraudster
- D. Discuss it casually with coworkers

Each correct answer is one ticket into the drawing to win a \$25 gift card to the Wildcat Shop. Submit your responses to Jesús Baldovinos at jesus.baldovinos@cwu.edu by **October 17** to enter.

Best Practices

Travel Management

Maintaining compliance with University travel policies is essential to ensure accountability, protect resources, and facilitate smooth reimbursement processes. Here are some key best practices:

- **Follow Official Policies:** Always adhere to CWU's travel guidelines, which specify that university-funded travel should be solely for official business. Any personal detours or visits should be arranged separately from official travel plans.
- **Seek Guidance Before Making Changes:** If you're considering adding personal stops or activities, consult the Travel Desk, your manager, or Internal Audit beforehand. This helps ensure your travel remains compliant and avoids potential reimbursement issues.
- **Separate Business and Personal Expenses:** Clearly distinguish between expenses related to official travel and personal costs. Keep detailed records and receipts for all expenses to support reimbursement claims.
- **Maintain Proper Documentation:** Keep accurate itineraries, approvals, and expense records. Proper documentation helps verify that expenses are legitimate and in line with policy requirements.
- **Address Violations Promptly:** If you suspect any violation of travel policies, report it immediately to the appropriate office. Overlooking such issues can lead to complications with reimbursements and potential liabilities for the university.

By following these best practices, employees can confidently plan trips that align with university policies, ensuring transparency, accountability, and smooth reimbursement processes.



How to Be Successful at This Stuff

Purchase Cards (PCards)

Using a PCard responsibly is essential to ensure proper use of university funds and compliance with policies. Here are key points for cardholders to be successful:

- **Understand Your Responsibilities:** Sign the agreement accepting responsibility for all purchases, seeking the best value for the university, and following policies and ethics guidelines.
- **Secure and Use Appropriately:** Keep the card in a safe place, make only allowable purchases, and inspect items upon receipt to ensure they meet order specifications.
- **Review and Document Transactions:** Regularly review transactions online, assign correct codes, and gather supporting documentation like receipts and invoices.
- **Report Issues Promptly:** Immediately report lost, stolen, or suspicious activity, and surrender the card when employment ends or upon request.

Following these core practices helps maintain compliance, protect university resources, and ensure responsible use of the PCard.

Internal Audit Student Job Opportunity

CWU Internal Audit is offering a Fall 2025 position for accounting or business students, continuing through the 2025–2026 school year.

Position: Internal Audit Student

Location: Ellensburg campus, Barge Hall, Room 311

Compensation: Paid position, 19–20 hours/week during school, full-time during breaks

Duration: 10–12 weeks per quarter

Responsibilities: Assist with audits, data analysis, internal control evaluations, and draft reports. Interact professionally with university staff and follow standards.

Qualifications: CWU student in Accounting or Business, positive attitude, strong work ethic, ability to manage deadlines, and teamwork skills.

Benefits: Gain practical audit experience and foundational skills for professional certification.

To Apply: Visit MYCWU > Student Tab > Student Employee > On Campus > Search ID# 6994.

cwu.edu/internal-audit/hotline

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

Check out our past trainings!

- [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](#)

In The News

- [FAMU AD Angela Suggs accused of stealing over \\$24K at ex-job](#)
– ESPN
- [Fake college websites surge amid AI enhancements](#)
– The Washington Times
- [Former WA employee sentenced for 'largest insider embezzlement in 15 years' from the state](#)
– Yahoo News

CWU SPEAK UP

Internal Audit Hotline

www.cwu.edu/internal-audit/hotline

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. To report a violation, click [Hotline](#).

FAQ'S

Q: What happens when I make an online report to the Internal audit hotline?

A: We review all hotline submissions and assess each one before deciding how to proceed. Submissions can be made anonymously. However, if you opt to tell us your name and how to reach you, it can help us follow up on the complaint, and we can communicate our conclusions.

Q: Where can I find more information?

A: For more information please visit: [Audit FAQs](#)

Q: Who can report issues/concerns to the hotline?

A: Anyone can report fraud, conflict of interest, financial policy violations, etc., to the hotline site.

Q: How do I start a hotline report?

A: Report a concern using the [hotline web form](#).

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



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