Compliance Tips for the Month – April 2019

Combatting Fraud, Waste, and Abuse

To properly secure and safeguard MTSU's data and assets from fraud, waste, and abuse, please remember the following compliance and risk management tips:

- Avoid saving student educational records (including grades, M numbers, and other educational information) on an unsecured, external, portable thumb drive, which could be lost or stolen. Instead, save student educational records on a secure, internal, ITD-protected drive, which also ensures the University's compliance with FERPA.

- Pay close attention to emails that contain multiple spelling and grammatical errors.

- If you receive a fictitious email or suspicious phone call requesting financial or personal information, notify MTSU's ITD department at ITD.help@mtsu.edu.

- Do not send sensitive and financial information over the internet without authenticating the legitimacy of a vendor.

- If sensitive information must be transmitted electronically, please utilize ITD's Secure Send attachment feature. If you do not have the Secure Send software, please contact ITD at ITD.help@mtsu.edu.

- Do not respond to email solicitations for MTSU's financial or contractual information.

- Avoid including a P-Card number on any public document that will be routed throughout a department unless you are authorized to do so by the Procurement Office, ITD, or Accounting Services.

Reporting Fraud, Waste, and Abuse

If you suspect, or have knowledge of, the improper use of MTSU's resources, including fraud, waste, or abuse, please contact the following resources:

- MTSU Audit and Consulting Services, reportfraud@mtsu.edu, or call (615) 898-2914.
- A senior administrator or officer of MTSU.
- A supervisor, department head, or division Vice President of MTSU.
- The State of Tennessee Comptroller's Fraud, Waste, and Abuse Hotline at 1-800-232-5454, or at comptroller.tn.gov/hotline.

MTSU's Audit and Consulting Services investigates all allegations of fraud, waste and/or abuse. For additional information on the investigations process regarding allegations and cases of fraud, waste, and abuse, please contact the MTSU Office of Audit and Consulting Services at audit@mtsu.edu.

Reminder: Purchasing Card Guidelines

The MTSU Purchasing Card (P-Card0 program allows Faculty and staff to purchase certain goods and services within prescribed guidelines. P-Card usage is governed by Policy 632 – P-Card Program. Policy 632 provides requirements and procedures for the use of P-Cards.

To avoid the fraudulent use and/or waste and abuse of such cards, the following are additional compliance tips:

- The P-Card number should not be processed or transmitted through end-user instant messaging, email, fax, scanning, or printing.

- Approved Cardholders should never share their card or card number with other MTSU Faculty and Staff (regardless of the circumstances).

- Complete a P-Card Change in Cardholder Status Form if you will be away from the office and unable to check ESP P-Card notifications for more than two weeks. For additional instructions and guidance on completing the P-Card Change in

Cardholder Status Form, please contact Manager Ann Lee Whitefield at ann.whitefield@mtsu.edu. Access to the Form, which is in dynamic format, requires your FSA username and password. The Form also can be found under the "Forms" section in Policy 632.

- Report lost or stolen P-Cards within 24 hours to the issuing bank and to Procurement Services.

- Purchases, including online vendors, must have an original receipt itemizing charges.

- P-Card information should not be stored in an online vendor payment profile unless approved in advance by MTSU's Procurement Office, Accounting Services, and/or the Vice President for Business and Finance.

For questions or additional information regarding the P-Card program, please contact the University's P-Card Manager, Ann Lee Whitefield at ann.whitefield@mtsu.edu, or a member of the Financial Systems Office in the Cope Administration Building.

Records Retention Database Closure: Reminder

As a reminder, MTSU's Records Retention Database (Database) will be closed for any additional input on May 14, 2019. The Databased will remained closed until July 1, 2019, to allow compilation and completion of the University's annual Records Holding Report to the State Records Management Division. Department/Division Records Coordinators should submit any requests for records destruction in the Database by April 30, 2019.

Contact: Carem@mtsu.edu
Cope Administration Building, Room 119
1301 E. Main Street
Murfreesboro, TN 37132

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