

Fraud, Waste, and Abuse Prevention

Please continue to secure and safeguard MTSU's data and financial assets from fraud, waste, and abuse by remembering the following risk management tips:

- Avoid saving student educational records on an unsecured, external, portable thumb drive, which could be lost or stolen. Instead, save student educational records on a secure, internal, MTSU ITD-protected drive, which also ensures the University's compliance with FERPA.
- Pay close attention to phishing and spoofing emails requesting payment and/or use of University/State funds.
- If you receive a suspicious email requesting financial or personal information, notify ITD at abuse@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/Accellion software. If you do not have the Secure Send software, please contact ITD at ITD.help@mtsu.edu.
- Avoid including a P-Card number on any public document that will be routed throughout a department. For questions about P-Card Compliance, please contact Manager Ann Lee Whitefield at ann.whitefield@mtsu.edu.

To report an incident or issue involving fraud, waste, and abuse of State resources, please contact the following resources:

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

As a reminder, MTSU's Audit and Consulting Services investigates all allegations of fraud, waste, and/or abuse. For additional information, please contact Audit and Consulting Services at audit@mtsu.edu.

Compliance and ERM Hotline Voicemail

To report general concerns related to the University's compliance and risks, the following contact information can be utilized:

- Compliance and ERM Hotline Voicemail: (615) 878-5772, monitored daily.
- caerm@mtsu.edu
- Office of Compliance and ERM contact form available [here](#).

Policy 90 – New Online Complaint Form

A new, online complaint form is available to report issues and incidences involving Policy 90, [Athletics Integrity and Conduct of Athletics Staff](#). The online complaint form is available [here](#).

For general questions regarding Policy 90, or to discuss the conflict resolution process under Policy 90, the following are resources:

- Compliance and Risk Manager, Amanda Arnold: (615) 898-5375 or Amanda.Arnold@mtsu.edu.
- caerm@mtsu.edu

