Audit Tidbits

*Future newsletters will be in an electronic format.*

University Policies

The University maintains a policy directory where employees can search for university policies. Employees should familiarize themselves with all university policies and check the directory periodically for policy revisions. The policy directory is located at:

https://secure4.olemiss.edu/umpolicyopen/index.jsp

Fiscal Misconduct Policy

The University Fiscal Misconduct Policy states,

“Any employee or student associated with the University who knows or suspects fiscal misconduct has the responsibility to notify the Office of Internal Audit.”

Notification can be made by telephone, mail, email, etc. If the individual chooses to report anonymously, a form is available on the Internal Audit website which can be submitted electronically. Anonymous notifications must contain sufficient information to make investigation possible. Fiscal misconduct can involve not only employees, but also students and individuals or entities doing business with the University.

To locate the anonymous notification form, go to the Internal Audit website at:

http://www.olemiss.edu/depts/internal_audit/

For more information regarding fiscal misconduct, visit the policy directory at:

https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10691702

May 2008
“Getting Ready for an Internal Audit – A Review of Internal Controls”

The first Internal Audit training session offered through Human Resources Training and Development, was held April 16, 2008. The class was designed to help departments prepare for an Internal Control Assessment. All departments will have either an Internal Control Assessment or Internal Controls and Risk Management Review within the next two to three years.

We plan to continue offering these training sessions and encourage all employees to attend. For questions, please contact us at 915-7017.

**Important Tools found on the Internal Audit Website**

Several useful tools can now be found on the Internal Audit website. These include:

- A sample Internal Control Assessment (ICA) report
- A sample Internal Controls and Risk Management (ICRM) report
- A self-assessment

These tools can be used to detect and correct possible departmental deficiencies, and prepare for upcoming audits. The Internal Audit staff is always available to answer questions and/or assist with these tools.

**Procurement Hint:**

To speed up the Request for Payment or Form 13 process, go to the Procurement Services website, print a blank W-9, have the vendor complete, and submit with the Request for Payment or Form 13 to Procurement Services.

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Presented By: The University of Mississippi
Department of Internal Audit

For More Information: Visit our website:
http://www.olemiss.edu/depts/internal_audit/

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