Audit Tidbits

Copier Charges

The following guidelines apply to copier charges:

- Departments are required by Procurement Services to include meter readings on annual copier purchase requisitions/orders.
- Departments should use meter readings and account charges to determine accuracy (based on the departmental contract). Charges can be reconciled monthly, quarterly, or annually.
- These comparisons should be documented and retained on file for audit purposes.
- Any instances of overbilling should be reported to Procurement Services immediately.

Code of Ethics and Conduct Policy

Employees at the University are expected to maintain the highest standards of ethical conduct. While integrity includes compliance with laws and regulations, employees of the University of Mississippi are expected to go beyond mere compliance and to maintain the highest standards of ethical conduct. Rules of fairness, honesty, accuracy, and respect for the rights of others should govern conduct when acting in the scope of one’s employment or when representing the University in the greater community. Employees are cautioned that even the appearance of misconduct or impropriety can damage the reputation of the University.
Employees who have a reasonable belief that misconduct may be occurring have a duty to report their concerns. Suspected misconduct may be reported to an employee’s immediate supervisor, the chair or dean of their department (or another individual in the employee’s chain of command), the Office of Internal Audit, the Department of Human Resources, the Office of the Provost, the Office of Equal Opportunity and Regulatory Compliance, or the Office of General Counsel. Employees who wish to report anonymously may do so at the EthicsPoint Hotline or online here.

The complete UM Code of Ethics and Conduct policy can be found here.

**Whistleblowing and Whistleblower Protection Policy**

The University of Mississippi is committed to maintaining a culture where ethics and integrity are not only valued, but practiced. A part of that culture is the ability of employees and other individuals to speak up without fear of retaliation when they have a reasonable belief that improper governmental action is taking place. Examples of improper governmental action include, but are not limited to, suspected fraud, waste, or abuse of University funds. Administrators at all levels of management are responsible for setting the appropriate tone of intolerance for misconduct. Administrators are further responsible for detecting and preventing misconduct. Regardless, if misconduct does occur, employees should feel comfortable in reporting it.

The complete UM Whistleblowing and Whistleblower Protection Policy can be found here.