

Detect FRAUD

What are some ways you can help detect fraud within the University?

According to [FAMU Board of Trustee's Fraud Policy 2020-01](#), every level of the University is responsible for preventing, detecting and reporting fraud, specifically:

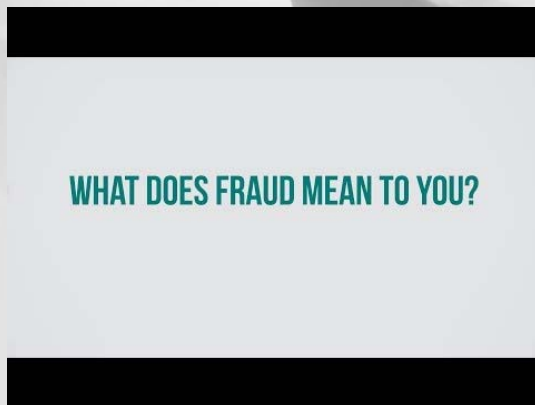
Vice Presidents: Vice presidents are responsible for ensuring that a system of internal controls is established and maintained that provides reasonable assurance that fraud and other improprieties are prevented or will be detected.

Management: All levels of management are responsible for establishing and following controls as applicable for their division or unit, and ensuring their controls are functioning effectively and designed to prevent and/or detect fraud.

Employees: All employees of FAMU should be familiar with the types of improprieties that might occur within his/her area of responsibility, and be alert for any indications of irregularity.

Watch a 2-minute video on why you should be concerned about fraud:

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There are several practical ways you can be on the look out for signs of fraud in your area. One way is to recognize the **Behavioral Red Flags** of someone committing fraud:

- Living beyond their means;
- Financial difficulties;
- A close personal relationship with vendors;
- Control issues or an unwillingness to share duties;
- Irritability, suspiciousness or defensiveness; and
- “Wheeler-dealer” attitude/unscrupulous behavior.

If you’re really unsure of how to go about detecting fraud, remember these ABC’s:

- **A**sk Questions: If something does not seem right, do a little research to determine how things *should* be. The University has regulations, policies and procedures in place to ensure internal controls are operational. If it looks like someone is circumventing those controls, ask questions!
- **B**e Alert: Observe your surroundings and stay attentive to the things people do and say. You may recognize the fraud “behavioral red flags” or even spot someone exploiting the University’s resources for personal gain. Remember how necessary it is to Protect the FAMUly.
- **C**ommunicate Concerns: You have several avenues for reporting known or suspected fraud. You can notify your supervisor, call or email the Division of Audit at 850-412-5479 and divisionofaudit@fam.u.edu, or report your concern via the [FAMU Compliance and Ethics hotline](#). If you See Something Say Something.

Keep in mind: All University employees, consultants, vendors, or persons doing business with FAMU have a **Requirement to Report** knowledge of a fraud, misappropriation or impropriety; and a **Requirement to Act in Good Faith**. Anyone reporting an irregularity that is detected or suspected must be acting in good faith and have reasonable grounds for believing the information they report.