

The Audit Insight

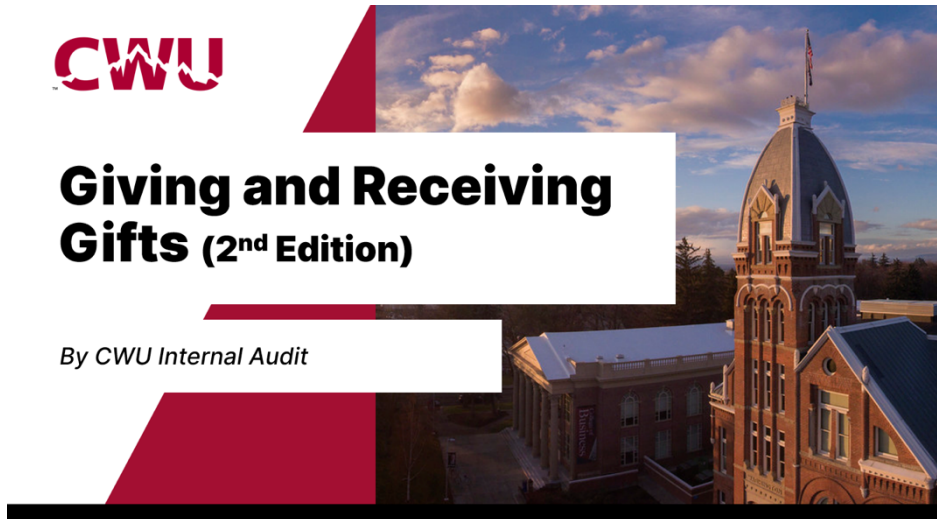


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NEW Giving & Receiving Gifts 2nd Edition Training Video!

Giving and receiving gifts can be difficult to understand in the workplace. To help combat this delicate situation, we made a 2nd Edition training video to explain how to handle giving and receiving gifts. In this video, we provide examples to understand the rights and wrongs of giving and receiving gifts. We also explain the process of what to do if you find yourself in a situation you do not know how to handle.



Challenge Question – Chance to Win \$25!

According to the training video, which of the following would be an acceptable gift?

- A. Exclusive event tickets.
- B. A Rolex watch.
- C. A calendar.
- D. A brand-new iPhone.

Send responses to Jesús Baldovinos at jesus.baldovinos@cwu.edu by Thursday, May 30, 2024.

Correct responses will be entered into a drawing for a \$25 Wildcat Shop gift card.



Best Practices

Procurement Cards

University Procurement Cards are used at many centralized locations for a variety of purchases. Best practices for cardholders include:

- 1. Retaining itemize receipts for allowable purchases.
- 2. Obtaining pre-approvals when required.
- 3. Gathering and assembling all supporting documentation.

The Office of Financial Management (OFM) and University policies and procedures prescribes the guidance for usage and documentation of purchase card transactions. Refer to SAAM, chapter 40.30 and CWU's Purchase Card Handbook.

Travel

University employees, students, alumni, volunteers, and board members may incur travel expenses paid by the University. Best practices for employees include:

- 1. Obtaining necessary pre-approvals.
- 2. Using preferred travel agencies.
- 3. Complying with cost limits for meals & lodging.
- 4. Submitting accurate expense reports.

Employees are subject to OFM travel regulations and University policies and procedures. Refer to SAAM, chapter 10, and CWU's Travel Guidelines.



CWU Internal Audit
 Barge Hall, Room
 311, Ext. 1191

Sexual Assault Awareness Day

In honor of Sexual Assault Awareness Month, CWU PATH asked departments to participate in the Sexual Assault Awareness Month Day of Action. On this day, wearing teal was a way to show support for survivors of sexual violence. CWU's Internal Audit department supported the cause and wore teal ribbons in support of survivors. Remember to always speak out, support, listen, and advocate for change!



Internal Audit Team (in order): Sammy Stern, Serena Perez, Jesús Baldovinos, Jeremy Rexus, & Daniella Garcia

USHLI

Congratulations to Internal Audit Student, Daniella Garcia, for her participation in the 2024 United States Hispanic Leadership Institute (USHLI) Conference hosted in Chicago, IL. Over 5,000 students, educators, and young professionals representing 35 states attended this conference in February.

From Central Washington University, a total of 29 students and staff attended and represented different colleges on campus.

Key Takeaway

Applicable to everyone and anyone:

Your personal brand is highly important. The way people perceive you is based on your image, your performance, and building a positive perception is important in building your future (This Brand Called You! – Alma Lou Guajardo-Crossley).

Student Experience

“It was an empowering experience, to hear the stories of other Latinx individuals and how they grew into the person they are today. If there is one thing that I will always remember, it will be that it is important to embrace your roots and to always make yourself heard.”

- Daniella Garcia



Left to right: John Haroldson (USHLI, Chairman of the Board), Daniella Garcia (Internal Audit Student)

TRAINING WITH INTERNAL AUDIT

Check out our past trainings!

- Unsure what to do when you receive an audit recommendation? No worries, the [How to Respond to Audit Recommendations training video](#) provides tips on what to do and what to avoid when writing a solid response.
- Take a look at our [Conflict of interest training video](#) to learn what constitutes a conflict of interest, how to avoid them, and how to proceed if employees recognize one.
- Check out our [Giving and Receiving Gifts training video](#) and learn both the basics and the finer points of how to better understand giving and receiving gifts in a work setting.
- Make sure to have a look at our [Travel and entertainment training video](#) to get a better understanding of travelling in a work setting and reducing potential risks.
- Need help deciding on what to do when something doesn't feel right? The [reporting misconduct training video](#) has you covered!
- The [Avoiding retaliation training video](#) covers various resources and strategies to minimize and eliminate retaliation in the workplace.
- Confused on what to disclose on your Conflict of Interest Disclosure? In this [Conflict of Interest 2nd Edition training video](#), we explain how to recuse yourself from a situation when a conflict of interest arises.

In The News

[Ex-NYU Finance Director Admits 3M Fraud Scheme.](#)

- NBC

[Bookkeeper Misappropriated Funds from Seven Yakima-Area Governments.](#)

- WA SAO, Pat McCarthy

[2 Tri-Cities Small Business Owners Accused of Over \\$1M COVID loan fraud.](#)

- Tri-City Herald

CWU SPEAK UP

Internal Audit Hotline

www.cwu.edu/internal-audit/hotline

The Hotline is intended for faculty, staff, students and others to report suspected fraud or irregular activities such as improper transactions, suspected thefts, losses, misuse, or inappropriate action involving public funds, equipment, supplies, or other assets. To report a violation, click [Hotline](#).

Key characteristics of the internal audit hotline:

- Online reporting at cwu.edu/internal-audit/hotline
- Discrete and confidential treatment of concerns to the extent possible under applicable laws.
- Employees may provide their names and contact information or may choose to remain anonymous.

Issues you may want to report through the internal audit hotline:

- Fraud/theft
- Conflict of interest
- Waste and/or misuse of university resources
- Financial policy violations
- Operational policy violations
- Other regulatory violations

Any employee who brings an issue to the university's attention through the Hotline should be aware that university policy prohibits retaliation against employees who in good faith report apparent violations.



CONTACT INFORMATION

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