

ADMINISTRATIVE PROCEDURES

GENERAL POLICIES

Office Policy and Procedures Related to Possible Fraud or Criminal Activity

If you suspect or are provided information regarding potential criminal activity, inform audit management. Initiation of any response to a potential fraudulent or criminal activity is to be handled by audit management.

No Smoking Policy

Chancellors at each of the campuses have adopted a no smoking policy. Smoking is prohibited within the Office.

External Consultants (consultants)

Some audit assignments are quite technical, have technical aspects, or require specialization. A thorough audit may require the services of technical or specialized consultants.

Audit management is responsible for acquiring and monitoring the services of a consultant. The Executive Director must approve the use of a consultant prior to requesting these services. Consultants may be used for the duration of an assignment or on an as-needed basis.

Voice Mail Policy

Every day, your greeting should reflect your status for that day. If you are on vacation or are out for an extended period of time, the information provided should be reflective of that situation.

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