THE UNIVERSITY OF MEMPHIS

November 2016 Newsletter

Cybersecurity

IT security continues to be a high risk area for many organizations. The University's Information Technology Services area offers many resources regarding security practices. In addition, multi-factor authentication is now available. It is available through a product called "Duo" and offers a method for you to protect your account by requiring a secondary means (or factor) of authentication in addition to your password. Click on the links below for more information about this additional security protection and other IT security best practices.

Learn More Duo Account Security »

IT Security Best Practices

Learn More IT Security Best Practices »

Conflict of Interest Reminder (Two Policies)

All employees of the University of Memphis (University) serve the interests of the state of Tennessee and its citizens and have a duty to avoid activities and situations that, either actually or potentially, put personal interests ahead of the professional obligations that they owe to the University. All employees serve a public interest role and thus have a clear obligation to conduct all affairs of the University in a manner consistent with this concept.

Employees shall not use their positions to secure anything of value, or any financial gain or personal benefit, that would not ordinarily accrue to them in the performance of their official duties or through personal, non-University connected activities. University employees shall avoid external commitments that significantly interfere with the employee's duties to the University and diverge from the best interests of the University.

Click on the button below for policy details and forms for reporting conflict of interest situations. Policy UM1798 is for financial interests related to sponsored research.

Learn More Policy UM1692 »

Disclosure of Financial Interests Related to Sponsored Research

It is the policy of The University of Memphis (University) that any University employee responsible for the design, conduct, or reporting of a sponsored project at the University must disclose significant personal financial interests related to the Investigator's institutional responsibilities. When the University determines that such an interest might reasonably appear to be directly and significantly affected by the sponsored project, the University will take steps either to manage or to eliminate the conflict of interest.

For policy details and forms click on the link below for disclosure of financial interests related to sponsored research

Learn More Policy UM1798 »

Fraud News – Higher Education

VENDOR FRAUD

"Northern Arizona University Employee Embezzled $355K"

FLAGSTAFF, Ariz. (AP)(10/25/2016) - A former postal services manager at Northern Arizona University is accused of embezzling nearly $355,000 from the school over a period of 15.5 years.

The Arizona Auditor General's Office says the employee allegedly used a fraud scheme to embezzle public monies from NAU from July 1997 through January 2013.

The monies came from university revenues that consisted primarily of state appropriations and students' tuition and fee payments.

A Coconino County grand jury indicted the employee last week on six felony counts related to theft, fraudulent schemes, misuse of public monies and money laundering.

Authorities say NAU issued 245 checks and made 12 purchasing card payments totaling $354,902 to two fictitious vendors created.

BE ALERT TO POSSIBLE FRAUD IN YOUR OFFICE

• Do not approve invoices unless you know the vendor and charges are valid for your office.

• If you don't understand the charges or are not familiar with the vendor----Ask Questions!!! For checks, electronic payments and pcards. Do not approve transactions unless you are familiar with what you are approving.

This also includes payroll charges in your department. Ask questions about any payroll charges or employees you do not recognize. Do not approve time or payroll charges unless you are familiar with what you are approving.

It is important that all University resources are used properly and potential or actual fraud is promptly reported. The link below can be used to report fraud.

If you have any suspicions about charges or vendors in your office you can contact Internal Audit using the contact button below. We will be glad to check it out for you.

The University has three options for reporting:

1. Telling your supervisor.
2. Notifying a University Official
3. Contacting Internal Audit at 678-2125 or mailto:UoM_audit@memphis.edu
or use the online form on the Internal Audit website.

When Reporting:

- Must have reasonable grounds to suspect fraud, waste or abuse is occurring.
    (no false accusations).
- People reporting are protected from retaliation under Tennessee state law (T.C.A. § 8-50-116).
- Confidentiality is protected under Tennessee state law (T.C.A. § 49-14-103)
- **The Report May be Made Anonymously**

Click on the "Learn More" button for access to the online reporting form.

Learn More »

Contact the Audit Staff

Contact Information »