Fraud, Waste, and Abuse Prevention

Please continue to secure and safeguard MTSU’s data and financial assets from fraud, waste, and abuse by remembering the following risk management tips:

- Avoid saving student educational records on an unsecured, external, portable thumb drive, which could be lost or stolen. Instead, save student educational records on a secure, internal, MTSU ITD-protected drive, which also ensures the University’s compliance with FERPA.

- Pay close attention to phishing and spoofing emails requesting payment and/or use of University/State funds.

- If you receive a suspicious email requesting financial or personal information, notify ITD at abuse@mtsu.edu.

- Do not send sensitive and financial information over the internet without authenticating the legitimacy of a vendor.

- If sensitive information must be transmitted electronically, please utilize ITD’s Secure Send/Accellion software. If you do not have the Secure Send software, please contact ITD at ITD.help@mtsu.edu.

- Avoid including a P-Card number on any public document that will be routed throughout a department. For questions about P-Card Compliance, please contact Manager Ann Lee Whitefield at ann.whitefield@mtsu.edu.

To report an incident or issue involving fraud, waste, and abuse of State resources, please contact the following resources:

- MTSU Audit and Consulting Services, reportfraud@mtsu.edu, or call (615) 898-2914.
- A senior administrator at MTSU.
- An MTSU supervisor, department head, or Division Vice President.
- The State of Tennessee Comptroller's Fraud, Waste, and Abuse Hotline at 1-800-232-5454, or at comptroller@tn.gov/hotline.

As a reminder, MTSU’s Audit and Consulting Services investigates all allegations of fraud, waste, and/or abuse. For additional information, please contact Audit and Consulting Services at audit@mtsu.edu.

Compliance and ERM Hotline Voicemail

To report general concerns related to the University’s compliance and risks, the following contact information can be utilized:
• Compliance and ERM Hotline Voicemail: (615) 878-5772, monitored daily.
• caerm@mtsu.edu
• Office of Compliance and ERM contact form available here.

**Policy 90 – New Online Complaint Form**

A new, online complaint form is available to report issues and incidences involving Policy 90, Athletics Integrity and Conduct of Athletics Staff. The online complaint form is available here.

For general questions regarding Policy 90, or to discuss the conflict resolution process under Policy 90, the following are resources:

• Compliance and Risk Manager, Amanda Arnold: (615) 898-5375 or Amanda.Arnold@mtsu.edu.
• caerm@mtsu.edu