

STANDARD ADMINISTRATIVE PROCEDURE

21.04.01.M0.01 Reporting of Fraud, Waste, and Abuse

Approved November 4, 2004

Revised June 12, 2009

Next Scheduled Review: June 17, 2012

Standard Administrative Procedure Statement

Texas A&M University employees who discover fraud, waste or abuse related to University or System resources should report specific incidents in accordance with [System Policy 21.04.01: Control of Fraud, Waste, and Abuse](#).

Responsibilities

1. REPORTING INCIDENTS

The employee must report suspected incidents. Reports can be made to any of the following:

- the employee's immediate supervisor,
- anyone in the employee's chain of command (e.g., director, department head, etc.),
- University Police Department,
- President of Texas A&M University,
- TAMUS Chief Auditor, or
- TAMUS Risk & Misconduct Hotline.

If the incident is reported to the employee's supervisor, anyone in the employee's chain of command, or University Police Department then whoever receives the report shall report the incident through appropriate administrative channels to the President of Texas A&M University.

1.1 Additional Reporting Requirements for Theft

All thefts must also be reported to the University Police Department at 979-845-2345.

Related Statutes, Policies, or Requirements

Supplements [System Policy 21.04, Control of Fraud, Waste, and Abuse](#) and [System regulation 21.04.01, Control of Fraud, Waste, and Abuse](#)

Appendix

[University Risk and Compliance Fraud, Waste, and Abuse Webpage](#)

Contact Office

For SAP interpretation or clarification, contact University Risk and Compliance at 979-845-1323.

OFFICE OF RESPONSIBILITY: [University Risk and Compliance](#)