taking actions based on illegitimate information as well as detecting potential misuse of university resources.

The Q&As below highlight the importance of validating information and documentation.

🐾 Do you scrutinize information or documents that appear inaccurate?

- It is important to adopt a "trust but verify" approach when analyzing information. Do not hesitate to ask questions or seek clarification when needed.

🐾 Do you request corrected documents when errors are noted?

- Employees should never alter third-party documentation. Corrected documents should be requested from the source.

🐾 Do you verify the source of urgent or unusual requests?

- Be wary of urgent or unusual requests. Verify such requests directly with known contacts, especially when they involve payments or sensitive data.

🐾 Do receipts and invoices support a valid business transaction?

- Individuals may try to justify fraudulent purchases with fictitious documents. All purchases and requests should serve a valid business purpose.

🐾 Is the data used in decision-making accurate?

- Validating data used in decision-making is crucial. Inaccurate data can lead to flawed analysis and conclusions.

🐾 Does a document display signs of alteration?

- Be vigilant for documents with alterations such as additions, deletions, or replacements. Key areas to review include dates, addresses, and amounts.

Where can I find more information?

🐾 USF Office of Internal Audit website: https://www.usf.edu/audit/

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