



Policy & Procedure No. 5.019
Nunez Community College

Title: Misappropriation of Assets – Notification Policy

Effective Date: 05-22-2019

Last Revision Date:
Cancellation:

Department/Office: Business Affairs

Misappropriation of Assets – Notification

PURPOSE

In order to properly address issues that involve misappropriation of assets in accordance with R.S. 24:523, and in order to provide for an organizational approach to addressing such, Nunez Community College has developed policy and procedures for reporting, in writing, any actual knowledge of the misappropriation of public funds or assets to the LCTCS director of internal audit. Steps will be taken to ensure that appropriate employees are made aware of these policies and procedures.

SCOPE

This policy covers all employees of Nunez Community College.

POLICY and PROCEDURES

Notification from the Vice Chancellor for Finance & Operations to the LCTCS director of internal audit should be as expedient as possible. The director of internal audit shall, in accordance with R.S. 24:523 notify the Legislative Auditor and the appropriate district attorney and shall copy the System president, The Chancellor and the Vice Chancellor for Finance & Operations on all such notifications. The director of internal audit shall prepare a quarterly report to the board chair, the chair of the audit committee and the System president listing all such notifications during the preceding quarter.



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X	Reviewing Council/Entity	Review Date	Effective Date
X	Vice Chancellor for Finance & Operations	04/2019	05-22-2019
X	College Compliance Committee	04-26-2019	05-22-2019
X	Chancellor's Council	05-22-2019	05-22-2019

Policy Referenced: LCTCS Policy #5.019

Distribution: Distributed Electronically via College's Internet 05-22-2019

Chancellor's Signature/Approval

SIGNATURE: 

DATE: 05-22-2019

Tina M. Tinney, Ed.D.
Chancellor