Policy #	AF.0013.1
Responsible Executive:	Vice President for Administration and Finance
Responsible Office:	Financial Services
Originally Issued:	6/30/2026
Latest Revision:	6/30/2026

POLICY ON REPORTING THE MISAPPROPRIATION OF PUBLIC FUNDS OR ASSETS

I. Policy Statement

University of Louisiana at Lafayette's ("University") Policy on Reporting the Misappropriation of Public Funds or Assets governs the University's process to ensure compliance La. R.S. §24:523, requiring governmental agencies to notify the Louisiana Legislative Auditor and the District Attorney of any Misappropriation of Public Funds or Public Assets.

II. Purpose of Policy

The purpose of this Policy is to define the process for reporting the Misappropriation of Public Funds or Public Assets and to outline the procedures to be followed when the Misappropriation of Public Funds or Assets have occurred.

III. Applicability

This Policy is applicable to all departments, facilities, offices, Employees, volunteers, and vendors who have actual knowledge of or reasonable cause to believe that there has been a Misappropriation of public funds or assets of the University.

The University prohibits retaliation against persons who in good faith report violations of this Policy. Discipline or other action can result from either of these acts in violation of this Policy.

IV. Definitions

1. **Employees:** are any University employee including faculty, staff, administrators, and student employees, including hourly, salary, part-time, and full-time employees.

2. **Misappropriation:** is the intentional, illegal use of property or funds of the University for one's own use or other unauthorized purpose (i.e., theft, embezzlement, etc.).

3. **Public Funds:** are the funds or resources of the University (i.e., funds collected for hosting University events, donations from the public, State appropriations, any sale of merchandise by a University department, etc.).

4. **Public Assets:** are the assets of the University (i.e., buildings, equipment, computers, etc.).

5. **Reasonable Cause:** is information obtained as a result of a police report, an internal audit finding, or other source indicating a misappropriation of funds or assets has occurred.

V. Policy Procedure

A. Upon becoming aware of a suspected Misappropriation of Public Funds or Public Assets, Employees shall immediately report the matter to University of Louisiana at Lafayette Police ("ULPD") at ulpolice@louisiana.edu and the Office of General Counsel ("OGC") at generalcounsel@louisiana.edu. ULPD and OGC shall coordinate to conduct a preliminary assessment to determine whether Reasonable Cause exists that a Misappropriation may have occurred. If it is determined that Reasonable Cause exists, the Office of General Counsel shall promptly notify the President.

B. OGC shall notify the Vice President for Administration and Finance in matters involving suspected Misappropriation of Public Funds and the Property Control Manager in matters involving suspected misappropriation of Public Assets.

C. In coordination with OGC, the President will notify the Louisiana Legislative Auditor, the Lafayette Parish District Attorney, and any other appropriate parish district attorney's office, as applicable.

D. OGC shall also notify the University's Office of Internal Audit of any Misappropriation which rises to the level of reporting the Louisiana Legislative Auditor, the Lafayette Parish District Attorney, or any other appropriate parish district attorney's office.

VI. Enforcement

The University's Office of Financial Services is responsible for enforcement of this Policy.

Violations of this Policy will be addressed according to the Code of Conduct and Ethical Behavior Policy, which may include disciplinary action up to termination of employment.

VII. Policy Management

Upon adoption, the Vice President of Administration and Finance shall be the Responsible Executive for this Policy. The Assistant Vice President of Financial Services shall be the Responsible Officer for this Policy. The Office of Financial Services is the Responsible Office for this Policy.

VIII. Exclusions

This Policy shall have no exclusions.

IX. Effective Date

This Policy shall be effective as of the date of adoption of this Policy.

X. Adoption

This policy is hereby adopted on this 6/30/2026.

/s/ Dr. Ramesh Kolluru

Dr. Ramesh Kolluru
President

XI. Appendices, References, and Related Materials

- La. R.S. §24:523
- Code of Conduct and Ethical Behavior Policy

XII. Revision History

- Original adoption date: ____________ (AF0013.1).