

UW-Madison Fiscal Misconduct Reporting Form

The purpose of this form is to document the initial report of a potential financial misconduct and to ensure appropriate personnel are notified.

Fiscal Misconduct is a deliberate act or failure to act that is contrary to established laws, regulations or policies and which results or was intended to result in either loss or other damage to the University of Wisconsin-Madison or the UW System or improper personal gain. Instances of fiscal misconduct to be reported and reviewed include, but are not limited to:

- *Theft of any UW-Madison or UW System funds or resources*
- *Bribery, kickbacks, and bid rigging*
- *Misappropriation, misapplication, destruction, removal, or concealment of funds or resources*
- *Improper handling or reporting of financial transactions*
- *Credit card and travel expense fraud*
- *Forgery, falsification, or unauthorized alteration of financial documents or records*

Name: _____ Date: _____
(If choosing to remain anonymous, leave blank.)

Please describe the Fiscal Misconduct. (Include names, dates, other pertinent information and supporting documentation.)

Was there a loss or damage to the University as a result of this misconduct?

Yes How significant is the loss or potential loss? \$ _____
No

Was a University or System employee(s) involved?

Yes To the best of your knowledge, list the names of those involved:

No

Did you report this incident to any of the following? (please check all that apply):

Immediate Supervisor	Name: _____	Date Reported: _____
Division Head or Dean	Name: _____	Date Reported: _____
Research and Sponsored Programs (RSP)	Name: _____	Date Reported: _____
Office of Human Resources	Name: _____	Date Reported: _____
UW Campus Police	Name: _____	Date Reported: _____
University Legal Affairs	Name: _____	Date Reported: _____
Other – (i.e., UW Integrity Hotline: (855) 827-4950, UW Integrity online report) Please specify:		Date Reported: _____

Would you like someone to follow up with you?

Yes Please provide your contact information: _____
No

Disclaimer: We cannot guaranty absolute confidentiality; UW-Madison investigations are strictly based on materiality of losses and founded allegations that could be substantiated; This report may become subject to an open records request per the Freedom of Information Act. If the loss is considered significant, we are under obligation to report this incident to the UW System Chief Executive Auditor and the VP of Finance per UW System Policy 304 Fiscal Misconduct.

In addition to notifying contacts above, please send a copy of this completed form to FiscalMisconduct@bussvc.wisc.edu to ensure complete documentation.