

Financial Irregularities

Reporting Suspected Financial Abuses

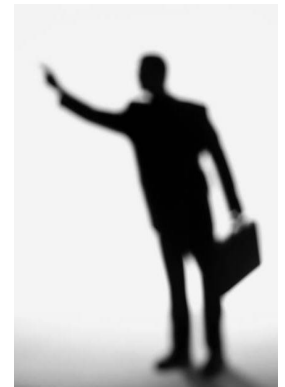
CONFIDENTIAL

What is a Financial Irregularity?

Intentional misstatements or omissions of information to financial transactions that are detrimental to the interests of the Institution. These may include violations of relevant Federal, State, or institutional laws, rules, and procedures.

These acts include, but are not limited to embezzlement, fraud, and forgery or falsification of reports, documents, or computer files to misappropriate assets.

[SOU Financial Irregularities Policy](#)



Location on Business Services for Link to SOU Website

BUSINESS SERVICES

Home

Forms Library

Welcome to Business Services

Business Services Central plans and operates the University's comprehensive financial programs, including financial accounting, analysis, and reporting. Our department provides customer-driven services to students, campus departments, and the SOU community. We ensure the accuracy and integrity of financial and business policies, processes, records, and their transaction systems. Furthermore, we support university compliance with federal and state mandated programs, regulations and policies. We are a collaborative organization that strives to consistently provide effective and efficient service and support.

SOU Policy and Procedures are found on the Business Services webpages. The specific policy may be located on the **Admin. & Finance Policies** site. TA link is provided here for Finance and Administration Policies. For specialized accounting services such as accounts payable, travel, and departmental day-to-day accounting activities, please contact the **Service Center** in Upper Britt Hall.

Business Services topics (in alphabetical order):

+ Business Services Central Office

Reporting Financial Irregularities: All employees of the Southern Oregon University are encouraged to report known or suspected criminal, unethical, or wasteful financial activities to Ethics Point. Financial concerns can be reported by using the link to [sou.ethicspoint.com](https://secure.ethicspoint.com)



<https://secure.ethicspoint.com/domain/media/en/gui/44151/index.html>



SOU Financial Concerns Page



ATTENTION! This webpage is hosted on EthicsPoint's secure servers and is not part of the Southern Oregon University website or intranet.



[Make a Report](#) [Follow-up on a Report](#) [FAQs](#)

To Make a Report

You may use either of the following two methods to submit a report:

- Select the **"Make a Report"** link at the top of this web page.

OR

- Dial toll-free, within the United States, Guam, Puerto Rico and Canada: **855-375-6776**

After you complete your report you will be assigned a unique code called a "report key." Write down your report key and password and keep them in a safe place. After 5-6 business days, use your report key and password to check your report

OUR COMMITMENT

Southern Oregon University is an organization with strong values of responsibility and integrity. Our Code of Business Conduct and Ethics contains general guidelines for conducting business with the highest standards of ethics.

Southern Oregon University is committed to an environment where open, honest communications are the expectation, not the exception. We want you to feel comfortable in approaching your supervisor or management in instances where you believe violations of policies or standards have occurred.

In situations where you prefer to place an anonymous report in confidence, you are encouraged to use this hotline, hosted by a third party hotline provider, EthicsPoint. You are encouraged to submit reports relating to violations stated in our Code of Business Conduct and Ethics, as well as asking for guidance related to policies and procedure and providing positive suggestions and stories.

The information you provide will be sent to us by EthicsPoint on a totally confidential and anonymous basis if you should choose. You have our guarantee that your comments will be heard.

See the [EthicsPoint FAQs](#) for more information.

Contacts:

For more information, please contact:

❑ Internal Auditor

<https://inside.sou.edu/ia/index.html>

❑ Director of Business Services

<http://www.sou.edu/bus-serv/staff.html>

❑ Director of Service Center

<http://sou.edu/sc/staff.html>