## Flash Report • May 2024



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 decisionmaking 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?

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





