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WKU Internal Audit

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## OFFICE OF INTERNAL AUDIT OVERVIEW

The Office of Internal Audit is organized under the Finance and Administration Division; however, for independence purposes, reports to the University's Finance and Budget Committee and ultimately to the Board of Regents.

## Internal Audit Mission

The mission of the Western Kentucky University Office of Internal Audit is to be an independent and objective assurance and consulting activity that is guided by the philosophy of adding value to improve the operations of the University. It assists the University in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the University's governance, risk management and internal controls.

## FRESH FACE – MEET THE NEW INTERNAL AUDITOR

Jennifer Dragoo Miller is a proud alumna of Western Kentucky University. In 2003, she graduated cum laude with a Bachelor of Science degree in Accounting. After graduating, Jennifer spent two and a half years traveling as an external auditor with BKD, LLP, a regional CPA firm located in Bowling Green, Kentucky. Her career then led her to U.S. Bank as a credit analyst in the Commercial Loan Department, where she worked for almost six years underwriting commercial loans. In 2012, she was hired by Fruit of the Loom, Inc. to implement an internal financial auditing process. During her time at Fruit of the Loom, Inc., Jennifer earned her Certified Internal Auditor license. In April of 2014, she returned to WKU as the Senior Staff Auditor.





NAVEX Global is the third party service provider of the new WKU Ethics & Compliance hotline and web site.

## Contact Us

### Office of Internal Audit

WAB, G-18

1906 College Heights Blvd, #11002

270.745.4250

[jennifer.miller@wku.edu](mailto:jennifer.miller@wku.edu)

<http://www.wku.edu/finadmin/ia/>

## ETHICS & COMPLIANCE HOTLINE-A TOOL FOR REPORTING FISCAL MISCONDUCT

Western Kentucky University is an organization with strong values of responsibility and integrity. The University encourages its employees, students and the general public to promptly report suspected or known fiscal misconduct by WKU or by WKU personnel.

The University contracted with a third party service provider to operate an ethics and compliance hotline and web site. The University also established a policy which explains how to report fiscal misconduct activities through the third party provider or directly to the Office of Internal Audit. The third party provides a toll free telephone number and a web site to use for reporting fiscal misconduct activities. Anyone reporting can remain anonymous through these tools. The policy can be found here, <http://www.wku.edu/policies/documents/fiscal-misconduct-policy-and-procedure.pdf> or you may contact the Office of Internal Audit if you have any questions.

### Hotline and Web Site Information

Toll free: 1-877-318-9178

Web site: [www.wku.ethicspoint.com](http://www.wku.ethicspoint.com)

Please share this information with your faculty and staff.

## DEPARTMENT PROCUREMENT CARD COMPLIANCE REVIEWS

As you may know, the University manages a plethora of PNC procurement cards, some cards are held by individuals and some are held by departments. Procurement cards by nature can be considered a high risk, not only for the University but any other company or business that allows their employees to spend money in their name. In the case of the University, you're allowed to spend the state's money when making a purchase using the procurement card.

For those reasons, the Office of Internal Audit will be conducting unannounced department procurement card compliance reviews during this fiscal year. The department cards to be reviewed will be chosen at random and will require discussions with the record keeper and supervisor. Discussions will consist of, but not be limited to, department policies regarding the use of the card and how the card activity is reconciled. A compliance review scoring guide will be used while conducting the reviews and may result in further training for the record keeper based on the outcome of the scoring guide.

If you have any questions regarding this process, please feel free to contact the Office of Internal Audit or the University's Procurement Card Administrator, Pam Davidson. For more information, links to related policies are below.

Purchasing Card Policy: <http://www.wku.edu/policies/docs/162.pdf>

Discretionary Spending Policy: <http://www.wku.edu/policies/docs/124.pdf>

Travel Policy: <http://www.wku.edu/policies/docs/118.pdf>