

Appendix A
 HOP 3-1021
 Notification Responsibilities
 for
 Suspected Dishonest or Fraudulent Activity

Who	When	Notifies Whom
University Employees	<ul style="list-style-type: none"> Immediately upon observation of suspected dishonest or fraudulent activity 	Notification may be made through any of these options: <ul style="list-style-type: none"> UT Police Department Director of Internal Audits Director of University Compliance Services Associate Vice President of Human Resource Services UT – Austin Management
Director of University Compliance Services, or designee	<ul style="list-style-type: none"> Immediately upon notice of possible dishonest or fraudulent activity 	Director of Internal Audits
Vice President & Chief Financial Officer, or designee	<ul style="list-style-type: none"> Immediately when known significant loss has occurred (for insurance/fidelity bond claim notification) 	UT System Executive Vice Chancellor for Business Affairs
Director of Internal Audits	<ul style="list-style-type: none"> As deemed appropriate when an internal audit investigation reveals suspected criminal activity which may constitute a felony offense; also when an investigation is initiated due to an allegation of criminal activity. 	The President Police Chief – UTPD Vice President for Legal Affairs UT System – Chief Audit Executive
	<ul style="list-style-type: none"> As delegated by the president, Internal Audit 	State Auditor’s Office
Chief – UTPD	<ul style="list-style-type: none"> Immediately when UTPD is involved in fraud investigation, and for periodic updates on progress of investigation 	UT System – Director of Police
Vice President for Legal Affairs	<ul style="list-style-type: none"> Periodically update on progress of Internal Audits’ investigations 	UT System – Office of General Counsel
President, or his or her designee	<ul style="list-style-type: none"> As deemed appropriate when an internal audit investigation reveals suspected criminal activity which may constitute a felony offense; also when an investigation is initiated due to an allegation of criminal activity. 	UT System - Executive Vice Chancellor for Academic Affairs