



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 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.

 Do you request corrected documents when errors are noted?


Employees should never alter third-party documentation. Corrected documents should be requested from the source.

 Is the data used in decision-making accurate?

Validating data used in decision-making is crucial. Inaccurate data can lead to flawed analysis and conclusions.

 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.

 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?

 USF Office of Internal Audit website: <https://www.usf.edu/audit/>

