**Westfield State University Fraud, Waste & Abuse Report Form**

# Please review the Whistleblower Policy #0440 available on the university website.

|  |
| --- |
| ***Do not complete contact information for anonymous submission.*** |
| Preparer Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Division/Department |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Email Address | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Telephone Number | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |  |  |

|  |
| --- |
| 1. Which of the following classifications best represents the alleged fraud, waste or abuse? |
| * Embezzlement, misuse of funds, assets
 |
| * Cash kickbacks, bribes, extortion, forgery
 |
| * Mismanagement, waste, abuse
 |
| * False statements, certifications, etc.
 |
| * Conflicts of interest, ethics violations
 |
| * Other:
 |  |

|  |
| --- |
| 2. Describe the incident and individuals involved in the alleged activity. Please include how and when the incident was discovered: |
|  |

|  |
| --- |
| 4. Rules, regulations and procedures violated (complete only if known): |
|  |

|  |
| --- |
| 5. Has the activity been reported to any other person or department? ☐ YES ☐ NO |
| 5a. If yes, to whom was it reported? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |   |
|  | (Name) | (Date Reported) |

6. Please attach any relevant information concerning the incident.

|  |  |
| --- | --- |
| 3. Check the relationship of the individual(s) to the university: |  |
| * Employee
 | * Student
 | * Vendor or Contractor
 | * Other:
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Please submit or mail completed form to the University Reporting Officer:

Dr. Jalisa Williams 333 Western Avenue Assistant Vice President, Human Resources Westfield, MA 01086 jdwilliams@westfield.ma.edu

Horace Mann Center, Room 202