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

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

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

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| 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: |  |

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| 2. Describe the incident and individuals involved in the alleged activity. Please include how and when the incident was discovered: |
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| 4. Rules, regulations and procedures violated (complete only if known): |
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| --- | --- | --- |
| 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.

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| --- | --- | --- | --- | --- |
| 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](mailto:jdwilliams@westfield.ma.edu)

Horace Mann Center, Room 202