



MEMORANDUM

TO: Members of the University Community
FROM: Mark B. Rosenberg, President
SUBJECT: Inappropriate Use of Pro Card
DATE: November 3, 2009

It is with regret that I inform you of another incident involving inappropriate use of a university-issued procurement card by a member of the staff, and failure to follow established approval procedures by another staff member. The card holder and the approver have separated from the university. Their departure follows an audit of procurement card activity and a thorough investigation by the university's Office of Internal Audit.

I want to remind all members of our university community that policies and procedures are in place to ensure the public's continuing trust in our university and the safeguarding of financial resources. We must ensure that all units are operating in ways that are consistent with university policies, procedures and state law. If you are uncertain of university policies and procedures, please consult with a Human Resources representative by calling 305-348-2181 or visit the Policies and Procedures Library at <http://policies.fiu.edu/>.

If you know or suspect fraudulent activities, please contact your supervisor, the Office of Internal Audit, the Office of General Counsel or the University Compliance Office immediately.

Thank you.