



SUBJECT: Financial Affairs

Policy: 501.2 Fiscal Misconduct

Related Procedure: 501.2.1 Fiscal Misconduct

Effective: November 2014 **Revised:** November 2022

Reviewed:

Introduction and Purpose

This policy establishes the procedures for reporting and resolving instances of known or suspected fiscal misconduct in order to protect the assets and interests of the state.

Policy

Any employee or student associated with Great Falls College MSU who knows of or suspects fiscal misconduct should promptly notify the executive director of operations, who shall notify the CEO/dean, the MSU president and vice president for administration and finance of the report. Alternatively, fiscal misconduct may be reported through the [MUS Compliance Hotline](#).

If evidence of alleged fiscal misconduct is found, the individual(s) will be subject to such disciplinary actions as may be appropriate under the MSU, Board of Regents, and state of Montana personnel policies and such civil or criminal actions that may be appropriate.

The CEO/dean shall notify the Attorney General and the Legislative Auditor in writing upon the discovery of any theft, actual or suspected, involving state monies or property as required by MCA 5-13-309.

Definitions

Fiscal Misconduct includes embezzlement; misappropriation of goods, services, or resources; diversion of assets; conflict of interest situations, violation of state or college fiscal policies and procedures and use of college facilities and equipment for personal gain; and any activity related to intentional wrongdoing and improper behavior related to state financial matters.

Standards of Practice Rules, procedures, or guidelines developed by campus authorities to permit, restrict, or require actions within the parameters of the enterprise policy.

Responsible Party Individual, title, position or group responsible for authority and review of policy or standard of practice.

Related Policies

[MSU Fiscal Misconduct—Affiliated Campus Policy](#)

[BOR Policy 211—MUS Compliance Reporting Hotline](#)