

Policy: 5.019 Misappropriation of Assets

In order to properly address issues that involve misappropriation of assets in accordance with R.S. 24:523, River Parishes Community College (RPCC) has developed policy and procedures for reporting, in writing, any actual knowledge of the misappropriation of public funds or assets to the LCTCS Director of Internal Audit.

Employees or students with any actual knowledge of the misappropriation of public funds or assets should report, in writing, the information to their supervisor. Their supervisor will then forward the information via email to the Vice Chancellor of Finance and Administration.

The Vice Chancellor of Finance and Administration, on behalf of the Chancellor of RPCC, shall notify LCTCS Director of Internal Audit, in writing, of any actual knowledge of the misappropriation of public funds or assets.

It will be up to the discretion of LCTCS Director of Internal Audit whether the college should actively pursue criminal charges and file a police report on misappropriations. The LCTCS Director of Internal Audit is responsible for notifying the Legislative Auditor and the appropriate district attorney. The System president, RPCC Chancellor, and RPCC Vice Chancellor of Finance and Administration will be copied on the notifications. The LCTCS Board of Supervisors Board Chair and Chair of the Audit Committee will be notified quarterly.