



FLETCHER TECHNICAL COMMUNITY COLLEGE
Policy # FI 5.008

Misappropriation of Assets – Notification Policy

Authority: LCTCS Policy # II.2.019,
R.S. 24:523

Effective Date: 05/17/2004
Last Revision: 12/01/2007

PURPOSE:

To state the policy of L.E. Fletcher Technical Community College (FTCC) governing the notification of the misappropriation of assets.

POLICY/PROCEDURE:

In order to properly address issues that involve misappropriation of assets in accordance with R.S. 24:523, and in order to provide for an institutional approach to addressing such issues, L. E. Fletcher Technical Community College’s employees must immediately notify in writing, any actual knowledge of the misappropriation of public funds or assets to the Vice Chancellor of Finance and Administration. The Vice Chancellor of Finance and Administration will investigate further into the matter/issue. If the assets or funds are not found, a police report will be filed. The Vice Chancellor of Finance and Administration will then notify in writing, as expedient as possible, the LCTCS Director of Internal Audit.

Reference:

[LCTCS policy 5.019](#) titled “Misappropriation of Assets – Notification Policy”. R.S. 24:523.

Distribution: Distributed Electronically via College’s Internet.

APPROVAL:

Reviewing Council/Entity	Approval Date
Other (if applicable)	00/00/0000
College Council	00/00/0000
Executive Cabinet	00/00/0000


Kristine Strickland (Apr 16, 2021 13:39 CDT)

Kristine Strickland, Ph.D.
Chancellor

Apr 16, 2021

Date