

FLATHEAD VALLEY COMMUNITY COLLEGE

**Policy Manual**

**CHAPTER IV – FISCAL AFFAIRS**

SECTION 170: FRAUD POLICY

Approved: March 24, 2014

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FRAUD POLICY

Acts of fraud shall not be tolerated at FVCC.

Suspected fraud is defined as a reasonable belief or actual knowledge that fraud has occurred or is occurring.

For the purposes of this policy, fraud shall be defined to include the following:

Conduct within the scope of employment, or conduct apparently within the scope of employment, and representations to the Board, or any affiliated organizations that constitutes:

- a. Intentional or deliberate act to deprive FVCC or any affiliated organizations or students of something of value (property, money, services or opportunities).
- b. Deception, false representation of fact by either conduct or other communication, or concealing what should have been disclosed, or made when the individual knew or should have known that the other party relied upon his/her representations, leading to injury of FVCC or any affiliated organizations or students.
- c. Examples of a fraudulent act include but are not limited to:
  - Embezzlement
  - Misappropriation, misapplication, destruction, removal or concealment of property
  - Alteration or falsification of documents
  - Theft of any asset (money, tangible property, etc.)
  - Authorizing or receiving compensation for goods not received or services not performed
  - Authorizing or receiving compensation for hours not worked
  - Misrepresentation of fact