



Internal Audit Anonymous Report

Internal Audit

Station 2 | 1500 S Ave K | Portales, NM 88130

Phone: 575.562.2218

Use this form to report any of the following to Internal Audit (select one):

- Financial** (misuse of University or ENMU Foundation funds; improper recording of transactions in Banner; improper approvals of transactions; improper purchasing activities; falsification of documents; fraud, theft or embezzlement; etc.)
- Compliance** (violations of University policy, state statutes, federal regulations, grant agreements, etc.)
- Affirmative Action** (discrimination, unfair hiring practices, etc.)
- Other** (other issues that do not fall into one of the other categories): _____

Contact Information (Optional)

Information in this section is optional.

Preferred contact method: Phone Email

Name: _____

Phone: _____ Email: _____

Issue Description

This report is for the following ENMU campus: Portales Roswell Ruidoso

Relationship with ENMU: ENMU employee Student Community member Vendor

Other: _____ Do not wish to disclose

Detailed description: Describe what occurred in as much detail as possible. Include information such as: names and titles of individuals involved and their role in the issue being reported, related dates and times, length of time this issue has been occurring, and whether a supervisor or manager is aware of this issue.

Form Submission

Mail completed form to: **Internal Audit**
ENMU Station 2, 1500 S Ave K
Portales, NM 88130

–OR–

Drop off at the ENMU Post Office addressed to: **Internal Audit**
Station 2

To remain anonymous, put Internal Audit address as both the delivery and the return address.

Leave off the return address to remain anonymous.