Validating Information & Documentation

Validating information and documentation is essential due to the ease of manipulation with today's advanced technology. The practice of validation safeguards the university from making decisions and taking actions based on illegitimate information as well as detecting potential misuse of university resources.

The Q&As below highlight the importance of validating information and documentation.

🐂 Do you scrutinize information or documents that appear inaccurate?

- It is important to adopt a "trust but verify" approach when analyzing information. Do not hesitate to ask questions or seek clarification when needed.

🐂 Do you request corrected documents when errors are noted?

- Employees should never alter third-party documentation. Corrected documents should be requested from the source.

🐂 Do you verify the source of urgent or unusual requests?

- Be wary of urgent or unusual requests. Verify such requests directly with known contacts, especially when they involve payments or sensitive data.

🐂 Do receipts and invoices support a valid business transaction?

- Individuals may try to justify fraudulent purchases with fictitious documents. All purchases and requests should serve a valid business purpose.

🐂 Is the data used in decision-making accurate?

- Validating data used in decision-making is crucial. Inaccurate data can lead to flawed analysis and conclusions.

🐂 Does a document display signs of alteration?

- Be vigilant for documents with alterations such as additions, deletions, or replacements. Key areas to review include dates, addresses, and amounts.

Where can I find more information?

🐂 USF Office of Internal Audit website: https://www.usf.edu/audit/

How can I report potential fraud or abuse?

🐂 Notify your supervisor.

🐂 Contact the USF Office of Internal Audit at (813) 974-2705.

🐂 Report activities anonymously through the EthicsPoint hotline at (866) 974-8411.