Fraudulent Activity Report Form

# Instructions

Complete the Report Form, send it to [Vanessa.Carreras@nulondon.ac.uk](mailto:Vanessa.Carreras@nulondon.ac.uk).

|  |  |
| --- | --- |
| Name(s) of person(s) submitting report |  |
| Relationship to the University |  |
| Department (if member of staff) |  |
| Address(es) of person(s) involved including postcode |  |
| Nature, value and timing of activity involved |  |
| Disclosure type (nature of suspicion regarding such activity) |  |
| Provide details of any investigation undertaken to date |  |
| Have you discussed your suspicions with anyone and if so on what basis? |  |
| Is any aspect of the transaction(s) outstanding and requiring consent to progress? |  |
| Any other relevant information that may be useful |  |
| Signed |  |
| Date declaration submitted |  |
| **The Line Manager is asked to countersign this form to confirm, to the best of their knowledge, the information detailed here is accurate.\*** | |
| Name and signature of line manager |  |

# Version History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title: Fraudulent Activity Report Form**  **Approved by: Executive Committee**  **Location: Academic Handbook/ Policies and Procedures/ Financial Management Policies** | | | | |
| **Version Number** | **Date Approved** | **Date Published** | **Owner** | **Proposed Next Review Date** |
| 1.0 | October 2023 | January 2023 | Director of Finance | July 2024 |
|  | | | | |
| Referenced documents | Fraud Prevention and Response Policy; Financial Management Strategy; Public Interest Disclosure (Whistleblowing) Policy; Risk Management Strategy; Disciplinary Procedure for Students; Staff Disciplinary Procedure | | | |
| External Reference Point(s) | Fraud Act 2006 | | | |