

**Tennessee Tech University Internal Audit Report Form for General Complaints
about Accounting, Internal Control, Auditing Matters, Discrimination/
Harassment/Retaliation, Code of Conduct, and Other Issues**

Please complete, print, and mail to Internal Audit, Campus Box 5154, Cookeville, TN 38505. All discrimination, harassment, and retaliation complaints will be forwarded to the Compliance Office for investigation. Other complaints may be investigated by Tennessee Tech Internal Audit or may be referred to another, more appropriate unit for follow-up.

The nature of your complaint:

- | | |
|------------------|---------------------------------------|
| Accounting | Discrimination/Harassment/Retaliation |
| Internal control | Code of Conduct |
| Auditing matters | Other |

Detailed Description:

Please provide a detailed description of the situation you wish to report.

What University Department(s) is/are involved? _____

What University employees, students, or others are involved?

Employee(s) _____

Student(s) _____

Other(s) _____

Relationship(s) _____

When did this occur – date or time period? _____

How did you become aware of this problem?

Have you reported this to anyone else?

If yes, who _____ and when _____

Who else should we contact that would have relevant information?

Name _____

Contact Information _____

Name _____

Contact Information _____

Name _____

Contact Information _____

Your Information:

If you wish to remain anonymous, you do not have to provide contact information. However, we encourage you to provide your contact information for any follow-up questions that may arise during our review. However, if you provide contact information, and Tennessee Tech has a separate legal obligation to investigate the complaint (e.g., complaints of illegal harassment, discrimination, or retaliation), Tennessee Tech cannot guarantee anonymity or complete confidentiality.

Name _____

Address _____

Phone _____

Email _____

Please complete, print, and mail to Internal Audit, Campus Box 5154, Cookeville, TN 38505.