

A blurred photograph of a person in a white long-sleeved shirt and dark trousers walking on a sidewalk. The person is carrying a bag and is out of focus, suggesting motion. The background shows a paved sidewalk and a building facade.

# OAS

OFFICE OF

Audit Services

# OAS

## WHAT IS AUDIT SERVICES?

An objective eye within Texas Tech.

An assistant to the Board of Regents, management, and departments in fulfilling their function as decision makers.

An opportunity for positive change.

A consultant that reviews the entire picture, not just numbers.

## EVALUATIONS INCLUDE:

Organizational accountability and ethics.

Risk exposures.

Reliability and integrity of information.

Effectiveness and efficiency.

Protection of assets.

Compliance with laws and regulations.



# Understanding

YOUR AUDIT

## Who you can talk to

To report fraud, waste, or abuse at Texas Tech University, Texas Tech University Health Sciences Center, or Texas Tech University System, contact EthicsPoint:

[www.ethicspoint.com](http://www.ethicspoint.com)  
Toll Free 1.866.294.9352  
(also available in Spanish)

Or contact the State Auditor's Office Hotline at:

1.800.TX.AUDIT  
(1.800.892.8348)  
[www.sao.state.tx.us/SIU](http://www.sao.state.tx.us/SIU)

## Who & why we audit

The majority of audits are scheduled, although some are unannounced. There are several ways that an area may be selected for an audit, including:

- Annual risk assessment process.
- Statutory, legal, or other requirement.
- Special management requests, projects, and investigations.
- Cyclical rotation for comprehensive TTU System coverage.

## What to expect

- An entrance conference with department management to give and receive information about:
  - Who - the auditors who will perform the audit.
  - What - the scope of work.
  - When - the timeline of the audit.
  - Where - the workspace needs.
  - How - the processes that will be followed.
- Surveys and interviews to gather information.
- Requests for documents and/or support needed for the audit.
- A final report with observations and recommendations.

## Benefits you receive

- An opportunity for positive change.
- Answers to your "How do I" questions.
- Identification and communication of risk exposures.
- Cost effective management advisory services.

## Your responsibilities

Any member of the campus community who has a reasonable basis for believing a fraudulent act has occurred has a responsibility to notify one of the following:

- Your supervisor.
- The appropriate administrator.
- Office of Audit Services.
- Texas Tech Police Department.

EMPLOYEES WHO, IN GOOD FAITH, REPORT UNLAWFUL ACTIVITY ARE PROTECTED BY THE TEXAS WHISTLE-BLOWER ACT AGAINST ANY RETALIATION BY TEXAS TECH FOR MAKING SUCH A REPORT. (FOR MORE INFORMATION SEE: TEXAS TECH BOARD OF REGENTS' RULE 07.03, FRAUD POLICY.)

## WHAT MAKES AUDIT SERVICES DIFFERENT?

# Independence

Audit Services is independent, reporting directly to the Audit Committee of the Board of Regents. Independence includes not only "in fact," but also in mind and appearance. Since OAS does not participate in the daily operations of a department, independence and objectivity are maintained.



TEXAS TECH UNIVERSITY SYSTEM

## Office of Audit Services

Box 41104 • Lubbock, TX 79409-1104  
TTU: 806.742.3220 • HSC: 806.743.1050  
[www.ttuhsc.edu/admin/audit/index.htm](http://www.ttuhsc.edu/admin/audit/index.htm)