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**SOUTH TEXAS COLLEGE**

**EMPLOYEE SURVEY INSTRUCTIONS**

**Statements on Auditing Standards (SAS) 99**

**Consideration of Fraud in a Financial Statement Audit**

Please return this survey by mail as instructed below no later than **September 9**, **2016.**

**Instructions:**

* Please answer each question as honestly as possible.
* Provide sufficient, specific details that will permit the Internal Auditor to follow up on any answers, which may indicate improprieties have occurred or are occurring. Specific details may include:
	+ Department where it is occurring
	+ What is occurring
	+ When it occurred
	+ Who is involved
	+ How is it occurring
	+ Check number in question
	+ Purchase order number in question
	+ Vendor name in question
	+ The nature of the items involved, such as specific asset identification numbers and all other details that might prove useful in following up.
* Please give as much detail information as necessary for the auditor to fully understand your answers. If additional space is needed use the back of the survey or attach an additional sheet. If you prefer to remain anonymous, simply omit your name and title from the last page of this survey.
* Once the survey is completed, insert your responses into the attached pre-addressed and pre-metered envelope.
* Seal the envelope and mail to the Internal Auditor via STC’s outgoing mail or regular mail to the following address: South Texas College

 Internal Auditor

 P.O. Box 9701

 McAllen, Texas 78502

All responses will be maintained by STC’s Internal Auditor in a professional and confidential manner. Any additional information that you believe may be important may also be included in this correspondence to the auditors.

Thank you for your time and cooperation. STC’s management appreciates your support in maintaining an honest and safe workplace.