

**Lewis & Clark College**  
**Financial Reporting and Whistleblower Protection**  
**Suspected Violation Report**

1. Date(s) of Suspected Violation:

2. Department where the Suspected Violation occurred:

3. Name/Title of the Suspected Violator:

4. Does the activity constitute a violation of one of the following?

Violation of any law or regulations and institutional policies: Yes      No      (check one)

Financial Conflict of Interest Policy: Yes      No      (check one)

Improper Disclosure of Financial Records: Yes      No      (check one)

Donor Stewardship: Yes      No      (check one)

Improper Giving or Receiving of Gifts: Yes      No      (check one)

Falsification of Documents: Yes      No      (check one)

Theft and Embezzlement: Yes      No      (check one)

Fraud: Yes      No      (check one)

Improper Supplier of Contractor Activity: Yes      No      (check one)

Mismanagement, Gross wastage or misappropriation of Institutional funds/ assets: Yes      No  
(check one)

Data Privacy: Yes      No      (check one)

Environmental and Safety Matters: Yes      No      (check one)

Vandalism: Yes      No      (check one)

Unsafe Working Conditions: Yes      No      (check one)

An act of discrimination or sexual harassment: Yes      No      (check one)

If yes is checked above, which section of the Policy selected is suspected to have been violated?

Please describe the nature of the Suspected Violation. Include as much specific information as possible. If more space is needed, please continue on reverse side.

Name of person filing this report (optional):

*(Without your name and contact information, the College will not be able to communicate with you about questions or resolutions of the matter you are reporting)*

Telephone number of person filing this report (optional):

Communication of a suspected violation should be made according to the following guidelines:

For Whistleblower reports against a member of any department other than the Office of the President or the General Counsel, reports should be directed as follows:

David Reese  
Vice President, Chief of Staff, General  
Counsel and Board Secretary  
Frank Manor House, MSE 33 Email:  
reese@lclark.edu Phone: 503-768-7696

A Whistleblower report against a suspected violator within the Office of the President or the Chief of Staff or; if the person filing the report is uncertain as to the division in which a suspected violator is in; such report should be directed to the attention of the Chair of the College's Audit Committee as follows:

Craig MacLeod  
5026 Morgan Ave S  
Minneapolis, MN 55419  
Email: craigamacleod@mac.com