



## INITIAL INVESTIGATION OF SUSPECTED FRAUDULENT REPORT

Pursuant to Project Rozana's Policy on Fraud & Corruption Prevention, the Executive Director receiving an allegation of fraud or corruption must complete and submit this report immediately (within three business days). This form should be submitted in all cases regardless of donor, amount, or materiality, and should be submitted prior to a full investigation. The Project Rozana Executive Director or their delegate should transmit this document electronically to the Board Chair.

One or two sentence responses to each item below are sufficient for purposes of this initial report.

1) Project Rozana Office or Entity: \_\_\_\_\_

2) Donor(s) and project(s) compromised: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3) Date of discovery: \_\_\_\_\_

4) Method of discovery: \_\_\_\_\_

\_\_\_\_\_

5.) Date reported to funding Partner (if applicable):

\_\_\_\_\_

6) Amount or value (estimate if necessary): \_\_\_\_\_

7) Initial internal control weaknesses or systems failures identified:

\_\_\_\_\_

\_\_\_\_\_

8) Initial remedial actions taken: \_\_\_\_\_

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9) Potential for additional related fraud or corruption losses: \_\_\_\_\_

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10) Initial determination of fraud/corrupted amount: \_\_\_\_\_

11) Initial determination if donor reporting is required: \_\_\_\_\_

*[Attach additional pages or attachments if necessary]*