

## Red Flag Rule Process for attempted Credit Card Fraud

OGC File No. \_\_\_\_\_ Date Process Initiated \_\_\_\_\_ Initiated By \_\_\_\_\_

<b>Action Taken</b>	<b>By Whom</b>	<b>Date Action Taken &amp; Result</b>
<b>Contact Bank(s) of consumer whose card was misused</b>	Information Security Officer	
<b>Contact Relevant Offices (e.g., Enrollment, Finance, etc.)</b>	Information Security Officer	
<b>Consult with General Counsel</b>	Information Security Officer, Office of General Counsel	
<b>Notify Dean of School for student incident or cognizant V.P. for an administrative fraud not involving students (e.g., Finance, Development, Research, Contracting, etc.)</b>	Information Security Officer	
<b>Preserve evidence but deactivate any open accounts or admissions files</b>	Information Security Officer	
<b>Contact DPS</b>	Office of General Counsel	

File Considered Closed: Date \_\_\_\_\_ By (Name) \_\_\_\_\_