

## Registration Form of External Auditors

### Internal Audit Memorandum

TO: (Name), Assistant Vice President

FROM:

EXT.

SUBJECT: **External Auditor(s) Activity**

DATE:

The following external auditors are scheduled to review our department on (date) and are expected to complete their review on (date).

Name(s):  
Firm/Agency:  
Project to be Audited:  
Period of Audit Coverage:  
Project Budget (if applicable):  
Date of Last Audit:

Key University Contact:

Name:

Extension:

Attachments: (if any deemed appropriate)  
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***Internal Audit Department Only –***

Date of Interview:

Interviewer: