

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)

Internal Audit Department Only –

Date of Interview:

Interviewer: