



Internal Audit Division

Special Audit Request Instructions

Special Audits are conducted on a narrow scope and for a period less than a year and for the following specified areas: mismanagement, theft, and extreme policy violations.

Special Audits can only be requested by the Division Director or higher. The decision to complete a special audit comes from the Deputy Director or higher. All other employees must follow the chain of command unless it involves anyone within the chain. Stepping out of the chain of command must have documented proof that the party involved was made aware of the break in the chain of command.

Type information into the *Special Audit Request Form*, all the fields is required to be considered complete. The scope of work needs to be identified by formatting the problems into specific questions that Internal Audit needs to answer in the Public Letter. The questions that need to be answered should include all details relevant to completing an audit. The format should include the question in the number area and the letter area will be all relevant background information.

Internal Audit Division



Special Audit Request Form

Name: _____ Date Request completed: _____

Division: _____ Department/Program: _____ Position: _____

Please identify the scope of work by formatting into specific questions that need to be answered. The questions that need to be answered should include all details relevant to completing an audit. The fillable format should include the question in the number area and the letter area will be all relevant background information.

1. _____

a. _____

2. _____

a. _____

3. _____

a. _____

FOR AUDIT PURPOSES ONLY

Date Received: _____ Received by: Interdepartmental Mail Hand Delivered E-mailed

Audit to be completed by: _____ Date completed: _____