

Audit and Advisory Services Engagement Request Form

Thank you for your request. Audit and Advisory Services' limited resources prevent us from evaluating requests that do not provide enough detail or are received anonymously. Therefore please provide as much information as possible, including required contact information so that we may follow up with you as needed. There may be a delay in responding to your request. However, someone will be in touch to either discuss or advise on the disposition of your request.

Request Date:

Name:

Email Address:

Division/Department:

Phone Number:

Type of Engagement Requested

- | | |
|--|--|
| <input type="checkbox"/> Audit | <input type="checkbox"/> Operational (Effectiveness/Efficiency) |
| <input type="checkbox"/> Review | <input type="checkbox"/> Control (evaluation of control procedures which detect and prevent errors and irregularities) |
| <input type="checkbox"/> Consultation | <input type="checkbox"/> Compliance |
| <input type="checkbox"/> Investigation | <input type="checkbox"/> Information System (e.g., vulnerability assessment, new product evaluation, troubleshooting) |
| | <input type="checkbox"/> Other, please specify: _____ |

Reason for Request

- Change in department management, reorganization
- Recent discoveries of misuse of resources, property theft, and/or non-compliance
- Process/policy change, new requirements
- Information system failure or outage
- New application or system
- Other, please specify: _____

Degree of Urgency

- Immediate attention required
- As soon as possible (to be prioritized by A&AS management)
- Include in audit planning for next fiscal year (starting July 1)

Please describe the issue including sufficient detail for us to understand the issue

Please provide a summary objective for this engagement

Please indicate any related policies and/or regulations