



WSSU



Office of Audit, Risk, and Compliance

INTERNAL AUDIT REQUEST FORM

(Utilize this form to request an audit or consulting engagement)

Request submitted by: _____ Date: _____

Please note that you can remain anonymous by leaving the contact information blank.

Acting As: Employee Management Stakeholder
(please select one)

Is this a request for audit services or consulting services? Audit Services Consulting Services
(see definitions below)

Definitions of Services:

Audit Services: *An objective examination of evidence for the purpose of providing an independent assessment on governance, risk management, and control processes for the organization. Examples may include financial, performance, compliance, system security, and due diligence engagements.*

Consulting Services: *Advisory and related client service activities, the nature and scope of which are agreed with the client, are intended to add value and improve an organization's governance, risk management, and control processes without the internal auditor assuming management responsibility. Examples include counsel, advice, facilitation, and training.*

1. What do you want reviewed? What event, concern or information caused your request?

2. What department/division/location does this request pertain to?
3. What is the specific area or business process?
4. Who may be the key people to contact?
5. What is the desired time frame or scope (what period does this relate to – ex: FY14, FY15, January – June, etc.)
6. What outcome or desired result are you expecting?
7. Is this request time sensitive? Why?

SUBMISSION INSTRUCTIONS:

Please submit any documentation or evidence you have to support the audit request to internalaudit@wssu.edu.

FOR INTERNAL AUDIT OFFICE USE ONLY:

Request:

Approved Denied Forwarded _____

Type of Audit:

Compliance Operational Financial Internal Control Investigative Consulting

SUBMIT