

Complete and submit this form when:

- An external agency or organization has notified you of an upcoming site visit, audit, or review.
- An external review or audit was completed within the past 12 months and you did not previously submit this form.

Your name:		Telephone:	
Title:		Email:	
Dept:			

Name of program/ description of activity to be reviewed:

Name & title of person responsible for program/ activity:

Agency or organization performing the audit or review:

Name & title of auditor(s):

Date of expected/actual arrival:

Date of expected/actual departure:

Written notice received from auditor/reviewer?

Yes No If "Yes", please forward a copy to Internal Audit

If the audit or review has been completed, please answer the following:

Were there any findings or recommendations?

Yes No

Have you received a written final report from the auditor or reviewer?

Yes No

If "Yes", please forward a copy to Internal Audit.