

Audit Exception Memo Requirements:

Audit Exception Memo needs to address the following items.

1. Addressed to, Business Manager: if position is vacant to Vice Chancellor of Fiscal Services
2. The Memo must be from the Person responsible for the Audit Exception
3. Appropriate Vice President must be copied.
4. What goods or services were rendered and for what need or reason?
5. How did the goods or services get rendered prior to required authorization (PO).
6. What Board Policy and Administrative Regulation was this in regards to?
7. What processes/procedures are now in place to prevent this from happening again?
8. This memo must be signed off by the Requisitioner and their immediate supervisor.
9. The Memo must contain the Vendor's Name – Needs to be in subject line
10. PO Number and PR Number – Needs to be in subject line

Please note all items need to be address or the memo will be returned as incomplete.