



Audit Exception Memo

To: Steven J. Sutorus, Business Manager

Campus: _____ Division: _____ Department: _____

From: _____ Title: _____

Immediate Supervisor: _____ Title _____

Responsibility Center Manager : _____ Title _____

Vice President: _____

Subject: Audit Exception for PR# _____ PO# _____

Name of Vendor: _____

What Board Policy and Administrative Procedures was governing this transaction: _____

What Date goods/services were delivered/rendered: _____

What were the goods or Services: _____

Describe how the goods/services were rendered prior to PO/authorization:

Describe what processes/procedures are now in place to prevent this from happening again:

Supervisor Signature

Responsibility Center Manager
Signature

Vice President Signature