

## Request for Audit Information Template

Request for Information Template	
Audit Client	[include the designation of the audit client]
Engagement Name	[include the type of audit and the name of the function/system/process that is subject to auditing]
Date	[include the date of the meeting]

**To: HOD****Cc: xxx \_\_\_\_\_; Department Concerned employees****REF: Initial list of requirements for the Internal Audit Review of "xxxx"**

In reference to the audit notification on the internal audit of **xxxxx** processes, find below a list of requirements for the planning and conduct of the audit review. The list of information would enable the audit team to commence desk review, hence minimizing the time spent on fieldwork (on site). In case the requested documents / information cannot be provided in electronic format, the team shall review the aforementioned when undertaking on site fieldwork.

The requested information shall be expected to reach the audit team by dd/mm/yyyy. This is in line with Section 162 of the PFM regulations. Please Contact the undermentioned in case of any clarifications.

Regards

Name

Lead Internal Auditor

Contact

## DOCUMENT/INFORMATION REQUEST FORM

DEPARTMENT/SECTION:

PERIOD OF AUDIT:

SUBJECT: *Files/records REQUESTED the auditors*

S.No	No	TITLE OF DOCUMENT	REQUESTED FROM	EXPECTED DELIVERY DATE	EXPECTED RETURN DATE	REMARKS
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						