**R04 Internal Audit Report**

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| **Audit Reference** |  | **Audit Date** |  |
| **Type of Audit:**  |  [ ]  **Annual** **[ ]  Special** **[ ]  Other**  |
| **Department** |  | **Department Head** |  |
| **Scope and Purpose** |  |
| **Summary of Audit Findings and Corrective Actions** |
|  |
| **Auditor** | **Initial** | **Date** | **Reported to** | **Initial** | **Date** |
|  |  |  |  |  |  |
| **Acceptance of Corrective Actions** |
|  |
| **Authorized By\*** | **Signature** | **Date** |
|  |  |  |
| **Auditors Comments & Close Out** |
|   |
| **Authorized By\*** | **Signature** | **Date** |
|  |  |  |