**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** | | | | | | | | |
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| **Auditor** | **Initial** | | **Date** | **Reported to** | | **Initial** | | **Date** |
|  |  | |  |  | |  | |  |
| **Acceptance of Corrective Actions** | | | | | | | | |
|  | | | | | | | | |
| **Authorized By\*** | | | **Signature** | | | **Date** | | |
|  | | |  | | |  | | |
| **Auditors Comments & Close Out** | | | | | | | | |
|  | | | | | | | | |
| **Authorized By\*** | | | **Signature** | | | **Date** | | |
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