

**POLICY**

Effective Date: October 6, 2006  
Approved By: Board of Trustees

Authority: Internal Audit Charter

Cancels: Policy approved by President's Council  
effective September 16, 2002

See Also: POL-U1500.03

**POL-U1500.07 CREATING WRITTEN RESPONSES TO FINAL DRAFT  
INTERNAL AUDIT REPORTS**

This policy applies to all management responses to audit reports created by the Office of the Internal Auditor.

**Definitions:**

Audit Report Includes: Standard audit reports, consultation reports, special investigation reports, and memorandum reports.

Managers or Management: May include President, Provost, Vice Presidents, Deans, Directors, Chairs and department managers.

**1. Management Creates Written Response To The Final Draft Audit Report Within 10 Working Days**

Managers responsible for creating written responses to an audit report will ensure that the written responses are received by the Office of the Internal Auditor no later than 10 working days after they receive the final draft audit report unless other arrangements have been made with the Internal Audit Director.

**2. Management Shall Create A Written Response To Each Audit Recommendation In The Final Draft Report****3. Written Responses Shall Include Specific Information**

Each written response shall include the following information:

1. The course of action planned to address each issue, and
2. The anticipated date of completion.