



Response for Corrective Action of Internal Audit Report

Audit Project: _____

Project No.: _____

Prepared by: _____

(Name & Title)

Report Date: _____

Purpose: To standardize and document auditee responses for planned corrective action of audit comments and recommendations.

Instructions: The following is the template to be used for preparing a response for corrective action for comments/observations noted on your Audit Report. *Please include a cover memorandum, signed and dated, with this completed template.*

Note: *If administration is not in agreement with either an audit comment and/or recommendation, please attach a narrative description that indicates the reason to accept the condition and risk(s) associated within.*

Observation	Person Accountable (Title's Only)	Deadline (Target Date for Implementation)	Corrective Action & Measurement

Signature: _____

Date: _____