



Bernadette Kakooza
Inspector General

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OFFICE OF INSPECTOR GENERAL

REQUEST FOR INTERNAL AUDIT SERVICES

Submission date: _____

Instructions: **COMPLETE THIS FORM TO REQUEST AN AUDIT OF YOUR AREA. CHECK THE BOX OR BOXES BELOW THAT BEST IDENTIFIES THE REASON FOR YOUR REQUEST. IN THE SPACE PROVIDED, DESCRIBE IN DETAIL THE REASON(S) YOU BELIEVE AN AUDIT IS NECESSARY. ATTACH ANY INFORMATION OR DOCUMENTS TO THIS FORM THAT MAY BE PERTINENT TO DETERMINING THE NEED FOR THE AUDIT. SAVE AND RETURN THE COMPLETED FORM, VIA EMAIL, TO THE OFFICE OF INSPECTOR GENERAL: inspectorgeneral@detroitk12.org.**

Location requesting audit services: (check one) School Division Department Office Program Other

Location name & address:

Reason(s) for your request:

Due to a recent change in leadership or staffing
(i.e. new Principal, Division / Department head, etc.)

Performance audit of an area within your supervision
(e.g. program or services is/are not achieving intended result(s) or purpose)

Review a specific concern or activity within your area of supervisory responsibility or location

Seek internal audit consultation on a special project, operational matter or planned initiative within your area

In the space below, please provide any information you feel is necessary for understanding this request:

Requestor's Name (please PRINT)

Title

Contact telephone number

FOR OIG USE ONLY:

_____ Audit to be scheduled

_____ Audit "NOT" scheduled

_____ Follow-up required within six (6) months

Inspector General / designee

Date

The mission of the Office of the Inspector General is to promote integrity and credibility in the District by conducting investigations, audits, and program reviews to detect and deter waste, fraud and abuse; as well as identify opportunities for improving efficiency and effectiveness of internal controls.