



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Memorandum

To: Vice Presidents
Deans
Directors
Department Heads

From: George C. Wright *GCW*
President

Date: June 22, 2006

Subject: Audits or Reviews by Outside Parties

Federal, State, TAMUS, and private organization auditors are all required to audit or review departments and programs of the University to ensure operational effectiveness, efficiency, and compliance with statutes and regulations. These audits and reviews produce recommendations to address issues noted by the auditors. Prairie View A&M University is committed to responding to and addressing these issues. It is essential that the administration is aware of, approves, and ensures coordinated efforts to address all issues and all planned actions of the University related to these audits/reviews. The following process is to be followed when an outside party notifies you that an audit or review is to be performed in your area:

1. Notify the Vice President for Business Affairs and the Director of Special Projects when you are notified of an upcoming audit or review.
2. All responses to audits or reviews of University departments, programs, or grants are to be reviewed by the Vice President for Business Affairs on my behalf before being released.
3. The Vice President for Business Affairs will verify that the University has taken the actions promised in the responses to the audits and reviews.

Your cooperation in this matter is greatly appreciated and will help to ensure that our systems of internal control are functioning as required by Federal Statute.