THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Audit Services	**Number:**	505.2
		Revised:	11/1/83
SUBJECT:	External Auditors	**Date Issued:**	
		Attachment(s)	0
APPLIES TO:			
ISSUED BY:	University Audits		

I. Policy

A. No information will be provided to external auditors who have not established a working relationship with a department or unit until they have been identified and their audit project has been authenticated by the office of University Audits.

B. The director of University Audits will identify all external auditors who present themselves to any University office to request information, and will verify the propriety and scope of the proposed audit.

C. The director will assist external auditors and coordinate their work with other audit activities to avoid duplication and minimize disruption of operating departments.

D. University units will make available all appropriate information requested by external auditors and will facilitate their work by all reasonable means. Questions about the propriety of information requested will be referred to University Audits.

II. Definition

External auditors are those from outside the University as contrasted with internal auditors. They include: The public accounting firm appointed by the Regents; the State Auditor General; auditors from other State agencies such as sales tax auditors; auditors from all Federal agencies such as DH&HS, GAO, DCAA, Veterans Administration, Social Security Administration, etc.; auditors representing contractors, foundations or other private organizations, such as Ford Motor Company, Kellogg Foundation, Blue Cross/Blue Shield, etc.

III. Procedure

A. External auditors not having an established working relationship will be introduced to department heads from whom audit information is requested. This will be done by telephone or in person by a member of the University Audits staff. The purpose and scope of the audit and the nature of the information needed will be described.

B. An external auditor who has not been so introduced should be referred to the Office of University Audits at 647.7500.