

**Name of MDA: .....**  
**Internal Audit Unit**

**Form 2: Request for Inputs from Senior Management (For AIAP)**

Request to:

No.	Name of Offices /Projects	Please rank 1, 2 or 3 for each area of the audit			IT and Other issues
		Financial management	Procurement and contract administration	Administrative/ operational management	
1					
2					
3					
4					

- You are respectfully requested for your input by providing rank that warrants internal audit in the year. Please, rank - 1 for must audit, 2 for important and 3 for not important;
- Information from the senior management will guide input for IAU in preparing the annual internal audit plan for the year.

**Director/HIA/CAE  
Internal Audit Unit**

**Notes:**

- **Financial Management:** Budgeting, receiving proceeds, processing payments, recording the transactions, reporting to the senior management and donors, safeguarding documents and other activities related to financial management;
- **Procurement and Contract Administration:** Need identification of goods, works and services; preparation of specification, cost estimate, and tender documents; tender invitation, tender evaluation and awarding of contract; monitoring the progress, verification of quantity and quality of goods, works and services, compliance with contract clauses and Payment; defect liability, warranty and afterwards services period, and other issues related to the procurement and contract administration;
- **Administrative/ Operational Management:** Identification of project and/or activities under the project, project progress and achievements against its objective and/or target, service delivery to beneficiaries, safeguarding and utilization of assets and equipment, human resources, and other issues related to the project and/or operational management;
- **IT and Other issues:** There may be specific areas which are auditable in view of senior management. This column will be used to mention such issue(s) that warrant an audit.