

Name of MDA:

Internal Audit Unit

Form 4: Request for Inputs from Officials, Beneficiaries and Other Stakeholders

Organized at on (date)

No.	Name of Office /Project	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					
5					

Prepared by and date
(Auditor)Verified by and date
(AD/DD)Approved by and date
(HIA/CAE)**Notes:**

- IAU has to complete this exercise by first week of July and retain all documents related to the input capturing exercise taken place;
- There is a need of preparing separate **Form 4** for each workshop, discussion and meeting, questionnaire and public meeting;
- IAU should record information such as date, participants, venue, and facilitator of the workshops, and minutes capturing the detailed discussions including public meetings.