External Audit Notification Form
Submit Form to Office of Internal Audit
Mark A. Ortlieb, CPA
Internal Auditor
College Center Building Office 216
Walters State Community College
500 S Davy Crockett Pkwy
Morristown, TN 37813-6899
Phone: 423-585-6794
Fax: 423-714-2197
Email: Mark.Ortlieb@ws.edu

Complete and submit this form when:
• An external agency or organization has notified you of an upcoming site visit, audit, or review.
• An external audit or review was completed within the past 12 months and you did not previously submit this form.

Contact information:

1. Name: ________________________________________________________________

2. Title: ________________________________________________________________

3. Department: ____________________________________________________________

4. Telephone: _____________________________________________________________

5. Email: ________________________________________________________________

Name of program and description of activity to be audited or reviewed:

________________________________________________________________________

Name and title of person responsible for program or activity:

________________________________________________________________________

Agency performing the audit or review:

________________________________________________________________________

Name and title of auditor(s) or reviewer(s):

________________________________________________________________________

________________________________________________________________________
Walters State Community College
Office of Internal Audit

Date of expected or actual arrival:

____________________________________________________________________________________

Date of expected or actual departure:

____________________________________________________________________________________

Was a written notice received from the auditor or reviewer? (Please answer No or Yes) ______
(If “Yes”, then please forward a copy to the Office of Internal Audit.

If the audit or review has been completed, please answer the following:

1. Were there any findings or recommendations? (Please answer No or Yes) ______

2. Have you received a written final report from the auditor or reviewer? (Please answer No or Yes) ______ (If “Yes”, then please forward a copy to the Office of Internal Audit.)