From:	Ng Lam, Merina (SAO)
To:	Anne Higgins
Cc:	O"Leary, Deborah (SAO)
Subject:	Audit Request
Date:	Friday, November 22, 2019 11:40:03 AM
Attachments:	Audit Request.docx Audit Request.xlsx image002.png

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Anne,

I have attached our audit request list for sections we will be reviewing in our audit. I will be on site next week Tuesday, 11/26, and wanted to check if we can schedule times, to meet with those responsible for items 1,2, and 4, in the attached Word document, for Tuesday – 11/26 or Monday – 12/2.

In addition, can you please provide the following documents on Tuesday, 11/26:

- 2018 & 2019 citation audit reports
- 2018 – Quarterly/Annual Seizures and Forfeiture reports filed with the Office of the State Treasurer

If preferable, we can observe and review these at the department while we are on site.

Please let me know if you have any questions regarding the requested items.

Thank you for your time and assistance in preparing these items.

Sincerely,

Merina Ng Lam
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