

**Audit Findings/Corrective Action**VENDOR AUDIT

COMPANY \_\_\_\_\_  
CONTACT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_

DISCREPANCY

(CIRCLE ONE)

- |          |                     |
|----------|---------------------|
| 1. _____ | <u>NEW / REPEAT</u> |
| 2. _____ | <u>NEW / REPEAT</u> |
| 3. _____ | <u>NEW / REPEAT</u> |
| 4. _____ | <u>NEW / REPEAT</u> |
| 5. _____ | _____               |

AUDITOR \_\_\_\_\_ DATE \_\_\_\_\_

INTERNAL AUDIT

DEPT./AREA \_\_\_\_\_

DISCREPANCY

(CIRCLE ONE)

- |          |                     |
|----------|---------------------|
| 1. _____ | <u>NEW / REPEAT</u> |
| 2. _____ | <u>NEW / REPEAT</u> |
| 3. _____ | <u>NEW / REPEAT</u> |
| 4. _____ | <u>NEW / REPEAT</u> |
| 5. _____ | <u>NEW / REPEAT</u> |

AUDITOR \_\_\_\_\_ DATE \_\_\_\_\_

CORRECTIVE ACTION

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

ROOT CAUSE/CORRECTIVE ACTION (EXPLAIN)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
AUDITOR \_\_\_\_\_ DATE \_\_\_\_\_

