

Compliance Status Summary: Internal Audit Report

General Details

Report Number	IA-2024-003
Department Audited	Procurement
Date of Audit	2024-06-17
Auditor(s)	Jane Smith, John Doe

Compliance Summary Table

Requirement	Status	Findings	Recommendations
Documented Procurement Process	Compliant	All procedures are documented.	No action required
Vendor Evaluation	Partially Compliant	Records missing for Q1 vendor assessments.	Regularly update and archive evaluations.
Purchase Order Approval	Non-Compliant	3 instances of purchase without proper approval.	Enforce approval policy and train staff.
Conflict of Interest Declarations	Compliant	All staff submitted declarations.	Continue annual review.

Overall Assessment

The audit found that the Procurement department is mostly compliant with internal control and regulatory requirements. Some areas, particularly purchase order approvals and vendor evaluation record-keeping, require corrective actions to achieve full compliance.

Important Notes

- This summary provides an overview; detailed findings are available in the full audit report.
- The report is confidential and should be shared with authorized personnel only.
- Recommendations are provided for management action and follow-up.
- Compliance status is based on evidence reviewed as of the audit date.
- Regular internal audits support ongoing process improvement and regulatory compliance.