



Internal Audit Division

# Consulting Services Request Form

(Non-Audit Services)

**Utilize this form to request that Internal Audit consider performing consulting or advisory services for your department. Please note that this is a request for consideration only and that Internal Audit will determine whether to include this request in the Audit Schedule after reviewing the potential benefits of the project and its impact on limited audit resources.**

## I. Project Scope

Indicate the desired project scope. Include timeframe to be reviewed, departments/divisions involved, etc.

## II. Project Type

Indicate the type of project being considered (check all that apply).

- |  |   |
|--|---|
| <input type="checkbox"/> Consulting or Advisory (policy review, etc) | <input type="checkbox"/> Training/ Workshop Facilitation  |
| <input type="checkbox"/> Pre-Implementation Review (IT system)       | <input type="checkbox"/> Research                         |
| <input type="checkbox"/> Post-Implementation Review (IT system)      | <input type="checkbox"/> Internal Review or Investigation |
| <input type="checkbox"/> Vendor or Contract Review                   | <input type="checkbox"/> Other (please indicate) _____    |

## III. Desired Project Deliverable

Indicate what you would like to see as a deliverable (report, presentation, etc).

## IV. Project Completion

Indicate the desired project completion date (or describe estimated timeline).

**Department Director/  
Charter Official Signature:**

**Date:**

The Institute of Internal Auditors (IIA) recognizes consulting as a service that may be provided by auditors.

As such, the IIA's International Standards for the Professional Practice of Internal Auditing (Standards) define consulting services as:

- Advisory in nature
- Generally performed at the specific request of an engagement client
- Nature and scope of the consulting engagement are subject to agreement with the engagement client