

APPENDIX 1

REQUEST FOR APPROVAL OF MUNICIPAL AUDIT BID SPECIFICATIONS

Requesting municipality: _____

Nature of services to be provided:

Period of audit:

Information concerning prior audits:

Prior Audit Year	Auditor	Bid Amount	Amount of Audit Fee
First	_____	_____	_____
Second	_____	_____	_____
Third	_____	_____	_____

Indicate any change in scope of audit between current and prior year:

Explanatory remarks (e.g. omission from standard bid specifications):

Method of solicitation of bids (e.g. advertisement):

Requested by: _____

Name	Title	Date
-------------	--------------	-------------

Action On Request

Approved (As Drafted)

Disapproved (See Comments)

Request and specifications approved subject to comments

Comments: _____

Signature

Date