

**NOTIFICATION & REQUEST FOR APPROVAL OF CERTIFIED PUBLIC ACCOUNTANT (CPA)  
TO PERFORM AGREED-UPON PROCEDURES**

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**1. Tier II requesting fire district:**

**2. Period of Agreed-Upon Procedures:**

*(Note: the contract may cover one, two or three fiscal years. Each year must be treated as a separate engagement. The contract period shall not exceed three years. Continuation beyond the initial fiscal year of the three-year contract will be at the discretion of the fire district.)*

**3. Professional Fee:**

**Fiscal Year:**

**Fiscal Year:**

**Fiscal Year:**

**Professional Fee:**

**Professional Fee:**

**Professional Fee:**

**4. Name of CPA or professional CPA firm proposed to perform Agreed-Upon Procedures:**

**Requested by:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

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**For Auditor General Use Only**

**Action on Request**

**Approved**

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**Disapproved**

☐

**Comments:**

\_\_\_\_\_  
**Auditor General**

\_\_\_\_\_  
**Date**

Forms may be submitted electronically as a PDF or mailed:

[ag.fire@rioag.gov](mailto:ag.fire@rioag.gov)

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