

UNIVERSITY OF HOUSTON SYSTEM
 INTERNAL AUDITING DEPARTMENT
 REPORT DISTRIBUTION MATRIX

Project: [NAME] (AR200X-XX)

		Distribution Key					
		1	2	3	4	5	6
Distribute to:	Title/Department	[DATE]	[DATE]	[DATE]	[DATE]	[DATE]	[DATE]
G. Jay Gogue	Chancellor/President				X		
Morrie Abramson	Chair, Audit Committee				X		
BOR - Briefing Booklet	BOR					X	
Auditees	Executed Copy of Final Report						X
GOV, SAO, LBB, and SAC	Governor's Office, SAO, LLB, and the Sunset Advisory Committee						X

Distribution Key

(Fieldwork completion date: [DATE])

- 1 Distribute draft of Executive Summary, Audit Report, and Distribution Matrix. Request management's responses.
- 2 Distribute draft revision of Executive Summary, Audit Report including management's responses, and Action Plan.
- 3 Distribute final draft of Executive Summary, Audit Report, and Action Plan.
- 4 Distribute the final Executive Summary and the final draft of the Audit Report to Chancellor and Audit Committee Chair and begin assembling the Briefing Booklets.
- 5 Distribute Briefing Booklets to the BOR Office for the BOR Meeting - [DATE]
- 6 Distribute to the Governor's Office of Planning and Budget, State Auditor's Office, the Legislative Budget Board, and the Sunset Advisory Committee as required by Texas Government Code, Section 2102.0091.

EXAMPLE