## **Audit Documentation**

Printed: 4/27/2025 (WEB)

The project manager will ensure the following:

- A binder is created to retain all work papers and original documents.
- All team members shall store all work papers in the binder.
- A Table of Contents is included to ensure organization.
- Create and electronic file for storing audit documentation (electronic audit work papers.)
- All documents containing original signatures and notes will be scanned for storage.

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