

## **Audit Documentation**

**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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