

FREE PRACTICAL TEMPLATE

INTERNAL AUDIT RESOURCE LIBRARY

AUDIT REQUESTS

Audit Information Request Template

A clear PBC / information-request template that reduces back-and-forth and improves audit readiness.



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How to use this template

This template is designed as a practical starting point for audit information request. Complete only the fields that add value to your methodology, keep evidence references traceable, and adapt terminology to your organization. The goal is consistency without turning documentation into bureaucracy.

ENGAGEMENT	REQUEST DATE
REQUESTED FROM	COORDINATOR
DUE DATE	SECURE TRANSFER METHOD

GOOD TEMPLATE DISCIPLINE

- Write for the next reviewer, not only for yourself.
- Separate facts, management explanation and auditor judgment.
- Reference evidence rather than pasting everything into the form.
- Record changes to scope, ownership or conclusion as they occur.

Request details

ITEM / REPORT REQUESTED

PERIOD AND POPULATION

REQUIRED FIELDS / FORMAT

Ownership & status

BUSINESS OWNER

DUE DATE

STATUS / BLOCKERS

Quality check

COMPLETENESS CHECK

SOURCE-SYSTEM VALIDATION

FOLLOW-UP REQUIRED

Working table

Item / topic	Owner	Due / date	Status	Notes / evidence

EXAMPLE SCENARIO

Vendor master extract: active/inactive flag, creation date/user, bank account, tax ID, country, last change date/user, payment terms; Excel format; period as of 30 Sep.

Request details - example

ITEM / REPORT REQUESTED

Example entry: Vendor master extract: active/inactive flag, creation date/user, bank account, tax ID, country, last change date/user, payment terms; Excel format; period as of 30 Sep.

PERIOD AND POPULATION

Document the specific evidence, rationale and owner relevant to this field.

REQUIRED FIELDS / FORMAT

Document the specific evidence, rationale and owner relevant to this field.

EXAMPLE NOTE

Examples are intentionally simplified. In a real audit file, keep the wording specific enough that another auditor can understand what happened, why it matters and which evidence supports the conclusion.

Completion & sign-off

Final quality check

- ☐ All mandatory fields are complete or clearly marked not applicable.
- ☐ Evidence references are traceable to the audit file.
- ☐ Important judgments and scope changes are documented.
- ☐ Open items have an owner and target date.
- ☐ The conclusion is consistent with the evidence recorded.
- ☐ Reviewer comments have been resolved or carried forward.

SIGN-OFF / FINAL NOTES

PREPARED BY / DATE

REVIEWED BY / DATE

FINAL CONCLUSION / DECISION

OUTSTANDING FOLLOW-UP

Resource note: This is a practical learning aid, not formal professional guidance. Adapt it to applicable standards, regulation and your audit methodology.