

VIII. ENGAGEMENT LETTERS

The engagement letter for any of the financial audits or special studies, consultations, and examinations described above normally contain the following information:

- Audit or project scope
- Work plan
- Timetable
- Hours
- Fees
- Expenses
- Deliverables
- Designation of a project manager

The Vice President--Financial Management indicates acceptance and approval of a financial audit engagement with The Regents' audit firm, including the proposed fee, by signing and dating the bottom of the engagement letter. Other special studies, consultations, and examinations to be requested of The Regents' audit firm require approval by the Chancellor, Vice President, or their designee, as well as prior approval by the Vice President--Financial Management. An approved engagement letter must be in place before work begins on any financial audit or any special study, consultation or examination.