

Chapter 1

INTRODUCTION AND PURPOSE OF MANUAL

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Chapter 1 - Introduction and Purpose of Manual

100. General

1. This manual has been designed and is intended to be used as a general guide in the performance of all assignments undertaken by Audit and Management Services, James Madison University. All staff members are therefore expected to become thoroughly familiar with its contents and to carry out their assignments in accordance with the guidelines included herein.

As an ongoing document, this manual will be revised when necessary. The entire audit staff is encouraged to provide the Director of Audit and Management Services with input to keep this manual current.

101. Purpose of Manual

1. The purpose of this manual is to establish the basic responsibilities, policies and procedures governing the administration and operations of Audit and Management Services.