



# Standard Administrative Procedure (SAP)

## 10.01.99.L0.02 Employee Audit Responsibilities

**First Approved:** March 18, 2016  
**Revised:** January 21, 2021  
**Next Scheduled Review:** January 21, 2026

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### Procedure Statement and Reason for Procedure

The purpose of this SAP is to outline the responsibilities/duties of all Texas A&M International University (TAMIU) employees during an audit, investigation, program review, or other review authorized by law or Texas A&M University System (System) policy.

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### Procedures and Responsibilities

All TAMIU employees are expected to cooperate fully with an internal or external independent auditor, investigator, program reviewer, or other reviewer authorized by law or System policy. This includes, but is not limited to:

- Providing full, free, and unrestricted access to all functions, records, property, and personnel pertinent to carrying out any engagement, subject to accountability for confidentiality and safeguarding of records and information; and
- Providing reasonable access to personnel for the purpose of obtaining relevant information required to complete the engagement.

The Office of the Vice President for Finance and Administration shall serve as the designated University liaison with the System Internal Audit Department.

Through the Vice President for Finance and Administration, the System Internal Audit Department (SIAD) must also be notified of any audits, investigations, program reviews, or other reviews requested or conducted by an outside entity.

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## **Related Statutes, Policies, Regulations, or Rules**

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[System Policy 10.01, Internal Auditing](#)

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## **Contact Office**

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Office of Vice President for Finance and Administration, 956-326-2380