### EVIDENCE TRACKING SHEET

***[This working paper is to be completed on excel spreadsheet]***

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| **Auditee:** |  | **Reviewed by:** | **Name** | **Rank** | **Date** |  |  |  |
| **Period end:** |  | **Level 1:** |  |  |  |  |  |  |
| **Prepared by:** |  | **Level 2:** |  |  |  |  |  |  |
| **Rank:** |  | **Level 3:** |  |  |  |  |  |  |
| **Date:** |  |  |  |  |  |  |  |  |

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| **Information requested *[list the information requested]*** | **Date requested *[insert date e.g. 15 May 2008]*** | **Person information was requested from** | **List the last date the information was requested again *[insert date e.g. 15 May 2008]*** | **Number of times the informa-tion was requested** | **Number of days outstanding** | **Date informa-tion was received *[insert date e.g. 15 May 2008]*** | **Stage of audit e.g. planning, execution, fieldwork during which information was received** | **Date information returned to auditee (if applicable)  *[insert date e.g. 15 May 2008]*** | **Name of person the information was returned to** | **Signature of person the information was returned to** |
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