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# ORBITS Audit Request Transmittal

For the

Biennium

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AGENCY NAME:

AGENCY NUMBER:

SABR COORD:

PHONE NUMBER:

DATE:

CFO ANALYST:

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*The Agency's budget information is complete for the phase check-marked below:*

**ACTUALS (attach the following);**

AUD100 Audit Error Report from S-01 version

AUD004 Transfer and Special Payments Report from A-01 version (include documentation confirming agreement between agencies if out of balance exists on report)

**CURRENT SERVICE LEVEL (attach the following):**

AUD100 Audit Error Report from S-01 version

Online Price List Report (go to <http://dasapp.oregon.gov/pricelist/index.asp>)

**AGENCY REQUEST (attach the following):**

AUD100 Audit Error Report from S-01 version

AUD004 Transfer and Special Payments Report from A-01 version (include documentation confirming agreement between agencies if out of balance exists on report)

**GOVERNOR'S RECOMMENDED (attach the following):**

AUD100 Audit Error Report from T-01 version

AUD004 Transfer and Special Payments Report from J-01 version (include documentation confirming agreement between agencies if out of balance exists on report)

Personal Services Recon Worksheet, if not used, check this box:

**LEGISLATIVELY ADOPTED (attach the following):**

AUD100 Audit Error Report from the agency's summary version; U-01

AUD004 Transfer and Special Payments Report from K-01 version (include documentation confirming agreement between agencies if out of balance exists on report)

Personal Services Recon Worksheet, if not used, check this box

**Additional  
Information:**

**Bill Numbers  
Used:**

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(For SABR use only):

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Received: \_\_\_\_\_

Analyst Approval: \_\_\_\_\_

Locked: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Printed: \_\_\_\_\_