



MEMORANDUM

PHONE: (850) 412-2873

DATE: October 1, 2015
TO: Richard Givens, Vice President for Audit and Compliance
FROM: Cheryl Buchanan, Audit Coordinator
SUBJECT: Project Approval in Accordance with President's Contract

In connection with our audit of Florida Agricultural and Mechanical University for the 2014-15 fiscal year, please provide the documentation requested below.

Paragraph 6.2 of the President's contract states the President shall obtain prior approval from the Board (or its designee) for any capital improvements or repairs to the home or its grounds which have a project cost over \$10,000. Please provide documentation evidencing the President obtained prior approval from the Board (or its designee) for the following purchase orders issued for capital improvements and repairs to the President's home and its grounds:

- Purchase order number 123281, issued 2/13/14, to LLT Building Corporation, for renovations to the President's house, totaling \$300,209.

- Purchase order number 127726, issued 6/19/14, to LLT Building Corporation, to build the President's house garage, totaling \$71,529.

Please respond no later than Monday, October 5, 2015.

Requested documentation is attached.

Requested documentation is not available. Please see explanation below.

I was not able to find approval for the purchase orders by the Board (or Board designee) in the Board minutes or that the Board approved in separate written correspondence. Also, as requested in your e-mail dated October 8, I cannot find documentation that the Board was officially notified of the renovation or garage construction.

Signature/Date