Blue Cross of Illinois Blue Shield of Illinois

INTER OFFICE MEMO

TO: Jose Barros AT: Internal Audit DATE 1-30-76

FROM: Frazier Sinclair AT: Mail Operations

SUBJECT: Check Control Audit Tracer

We in Mail Operations acknowledge receipt of the recent Internal Audit Check Control Draft dated January 20, 1976.

We agree with the report and understand our responsibility in filling out the Check Control Audit Tracer.

On all future Check Control Audit Tracers we will fill in total checks run in both our Check Signing Section, and Check Stuffing Section. The exact time will also be posted along with the batch number.

The Standard Office Procedure for the Check Control Audit Tracer should be revised to reflect the requirements noted in this draft.

Please advise if there are any questions.

Sincerely,

Frazier

Frazier

JFS/ph