REQUEST BY GOVERNING BODY OF CITY, TOWN, SCHOOL DISTRICT OR OTHER LOCAL GOVERNMENT FOR AUDIT/EXAMINATION OF ACCOUNTS AND AFFAIRS

We, the undersigned members of the governing body of

__________________________________________
(State name of city, town, school district or other local government)

situated in the County of ____________________________, Minnesota, do hereby request the STATE AUDITOR, pursuant to law, to audit the books, records, accounts and affairs of said __________________ for the period from ________. ______., to ________. ______.

1. ________________________________  6. ________________________________
2. ________________________________  7. ________________________________
3. ________________________________  8. ________________________________
4. ________________________________  9. ________________________________
5. ________________________________ 10. ________________________________

I hereby certify that an appropriate resolution has been passed, that the above request has been presented to me, and that the names appearing thereon are the names and signatures of a majority of the ________________________, the governing body of said ______________________ as required by law.

__________________________________________  __________________________________
(Date) (Clerk or Recording Officer)

INSTRUCTIONS:

The law requires that the foregoing request be signed by a majority of the members of the governing body of the city, town, school district, or other local government making the request. The request must be presented to the clerk or recording officer of said city, town, or school district, who is required to determine that an appropriate resolution has been passed, that it has been signed by a majority of the members of such governing body, and to certify thereto before the request is submitted to the State Auditor. When properly executed, this request should be forwarded to: