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**SPECIAL REQUEST FOR AN AUDIT OF ACCOUNTS**

**M012 Doc 024**

*This form is in three sections. Please complete sections 1 and 2 only.*

**SECTION 1**

**E-mail to:**

glyn.burrows

**GRO**

**Operations Managers and copy to:**

linda.mclaughlin

**GRO**

**CM3 Branch Auditor**

From: Elaine Ridge

Area Intervention Office number: 14

Contact telephone number:

**GRO**

Audit required on: Thursday morning (13<sup>th</sup> or 20<sup>th</sup> October 2005)

Branch name: west Byfleet

FAD code: 126 023

Segment Type: Diamond

**SECTION 2**

In this section please give reasons for requesting an audit. Your reasons

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should highlight specific matters of concern, whether the problem is recurring, **any action you have already taken in order to resolve the matter** and highlight other areas that you feel the audit may need to address. Please complete with as much detail as possible.

This office is on individual stocks – there is a belief that there may be some theft going on within the office. PM is fairly new and has some large discrepancies.

Signed: Elaine Ridge

Date: 10.10.05

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**SECTION 3 (To be completed by the Operations Manager)**

**Date request received:**

**Request authorised:**

**Reasons for decision:**

**C&SM informed on:**

**Signed:**