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DATE: October 8, 2013

TO: Discretionary Providers

FROM: Jose Mercado 

SUBJECT: **Fiscal Year 2013 Audit Engagement Letter and Profile  
Discretionary Numbered Memorandum #4**

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Pursuant to the timetables established in ACS's Fiscal Year 2013 Audit Memorandum #2, all audit **engagement letters** were **due** on **Tuesday, September 3, 2013**. Our records indicate that your organization has not complied with the following requirement established:

- One (1) signed copy of Audit Engagement Letter and Profile from the Auditor hired by your organization for the fiscal year ended June 30, 2013.

This document is to be sent immediately to ACS. **Please be advised that missed deadlines of mandatory reports will result as a finding in your annual Vendex performance evaluation.**

ACS thanks the Providers who timely submitted their FY 2013 Audit Engagement and Profile and they should disregard this notice.

Should you have any questions, please call Mr. Manohar Malhotra at (212) 676-9196.