



**UNIVERSITY OF GHANA**  
**OFFICE OF THE REGISTRAR**

Ref. No.: .....

June 29, 2018

Senior Accountant  
ORID  
University of Ghana  
Legon

Attn: Mr. Collins Amofah

Dear Sir,

**INVITATION TO AUDIT COMMITTEE MEETING**

At its meeting on May 10, 2018, the Audit Committee discussed an audit review of the operations of the West African Centre for Cell Biology of Infectious Pathogens (WACCBIP) for the period April 2017 to September 2017.

According to the report, the audit team discovered that one (1) Hewlett Packard (HP) laptop was missing.

I have been asked by the Chairman to invite you to the Committee's next meeting to explain steps that have been taken to retrieve the stolen laptop.

The meeting is scheduled as follows:

**Date:** Thursday, July 12, 2018  
**Time:** 10:45 am  
**Venue:** Basement of the Great Hall

Thank you.

Yours faithfully,

Mawuena Abortta  
SECRETARY

cc: Chairman, Audit Committee  
Vice Chancellor  
Director, WACCBIP ✓  
Ag. Director, Internal Audit

*Emefa*  
*What is this about?*  
*Is this your laptop?*  
*GDA*  
*3/7/18*