



Auditor

Contract Audit Department
Sandia National Laboratories
P.O. Box 5800, MS 1029
Albuquerque, New Mexico 87185-1029

Date

Dear **Auditor**:

This letter concerns your audit of billed costs or charges for the following Sandia National Laboratories (SNL) contracts:

(list contracts here)

We make the following representations, which are true to the best of our knowledge and belief:

1. We are responsible for the accuracy and fair presentation of the company's financial information. We believe that all billings and claims related to all SNL contracts, are accurate and fairly presented in conformity with Generally Accepted Accounting Principles, Federal Acquisition Regulations, Department of Energy Acquisition Regulations and any other controlling statute or regulation.
2. All representations and statements made during the Accounting System Review concerning accounting system controls and characteristics were fully and accurately disclosed.
3. All costs and charges have been properly segregated and classified as to their true purpose and objective.
4. Direct cost information is properly stated, includes only allowable, allocable and reasonable costs, and there is a causal-beneficial relationship between all costs and the contract to which they are claimed in accordance with applicable acquisition regulations.
5. Indirect rate information, if applicable to the SNL contracts, is properly stated, includes only allowable costs, and there is a causal-beneficial relationship between the indirect costs and the contract to which they are allocated in accordance with applicable acquisition regulations.
6. All claimed and invoiced costs and charges have a bona-fide business purpose.

7. We have provided you with the most current, accurate and complete information for all costs and charges.
8. We have made available to you all financial records, supporting documents and related data, and correspondence.
9. All related party transactions and related accounts receivable or payable, including assessments, loans, leases, rentals and guarantees have been properly recorded and disclosed to SNL.
10. There have been no communications from regulatory agencies or government representatives concerning investigations or allegations of noncompliance with laws or regulations in any jurisdiction that could have a material effect on any government contract, including any SNL contract.
11. That no commissions, fees, gifts, rebates or any other consideration have been paid by ENTITY NAME to influence or enhance the award or execution of this contract or with any subcontracts related to this contract.
12. For any and all transactions executed with any non-U.S. entity, all officers, employees, subcontractors and representatives' of this entity have fully complied with the provisions of the Foreign Corrupt Practices Act.
13. We are currently not debarred, suspended, or under administrative review for such actions, by any entity.
14. There has been no fraud, (intentional misstatements or omissions of amounts or disclosures in financial statements or claims against the government, and misappropriation of assets that could have an affect on the financial statements or claims against the government) or any fraud involving management or employees who have significant roles in our internal control processes.

Very truly yours,

(Auditee Name)

(Name)

Chief Financial Officer or other Company Officer

(Name)

Contract Manager

Sandia is a multiprogram laboratory operated by Sandia Corporation, a Lockheed Martin Company, for the United States Department of Energy's National Nuclear Security Administration under contract DE-AC04-94AL85000.

