



# Letter of Commitment

Date: \_\_\_\_\_

David Martell, Executive Director  
Michigan School Business Officials  
1001 Centennial Way, Suite 200  
Lansing, MI 48917

Dear Mr. Martell:

This is to inform you of my desire to begin the MSBO Voluntary Certification Program on \_\_\_\_\_, 20\_\_\_\_. I understand that I am expected to complete the program within three years of my starting date.

I am seeking MSBO Voluntary Certification in the following category:

- Business Office Manager
- Business Office Specialist
- Chief Financial Officer
- Facilities Director
- Food Service Director
- Human Resource Specialist
- Operations Director
- Pupil Accounting Auditor
- Pupil Accounting Specialist
- School Payroll Specialist
- School Technology Management
- Transportation Director

I agree to commit myself to pursue continual improvement and the highest ethical standards of my profession.

Yours truly,

\_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

School District/Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Please fax this to MSBO:  
517.327.0768**