



# Letter of Commitment

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

Robert Dwan, Executive Director  
Michigan School Business Officials  
1001 Centennial Way, Suite 200  
Lansing, MI 48917

Dear Mr. Dwan:

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:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Business Office Manager    | <input type="checkbox"/> Facilities Director         | <input type="checkbox"/> Purchasing Officer             |
| <input type="checkbox"/> Business Office Specialist | <input type="checkbox"/> Human Resource Specialist   | <input type="checkbox"/> School Payroll Specialist      |
| <input type="checkbox"/> Chief Financial Officer    | <input type="checkbox"/> Operations Director         | <input type="checkbox"/> Specialist in Educational Data |
| <input type="checkbox"/> Chief Technology Officer   | <input type="checkbox"/> Pupil Accounting Auditor    | <input type="checkbox"/> Transportation Director        |
| <input type="checkbox"/> Child Nutrition Director   | <input type="checkbox"/> Pupil Accounting Specialist |   |

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: \_\_\_\_\_

**Email to Courtney Byam at  
*cbyam@msbo.org* or Debbie  
Kopkau at *dkopkau@msbo.org***