

Letter of Commitment

Date: _____

Catherine Messmer, PDC Chair
Maine Association of School Business Officials
320 Ocean House Road, PO Box 6267
Cape Elizabeth ME 04107

Dear Mrs. Messmer:

This is to inform you of my desire to begin the MeASBO Voluntary Certification Program on _____, 20___. I understand that I am expected to complete the program within **five (5) years** of my starting date.

I am seeking MeASBO Voluntary Certification in the following category:

- School Business Official I
- School Business Official II
- School Business Official III

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

Sincerely,

Signature

Name (typed or printed): _____

Title: _____

School District: _____

Street Address: _____

City/State/Zip: _____

Telephone: _____ Cell: _____

E-mail: _____