



Clinton School District

Business Office Procedures Manual

This employee manual has been prepared for your information and understanding of the policies, procedures and practices of the Business Office at Clinton School District. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to the Business Office.

I, _____, have received and read a copy of the Clinton School District Business Office Procedures Manual which outlines the policies, procedures and expectations, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this manual. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Business Office Procedures Manual provided to me by Clinton School District. I understand this handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide.

Employee Signature