

# Business Procedures Manual Receipt

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Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

I hereby acknowledge receipt of a copy of the MULLIN ISD Business Procedures Manual. I agree to read the manual and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the manual in electronic format or hard copy.

You may go to the Mullin ISD website at <http://www.mullinisd.net> to receive the manual in electronic format.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the Business Procedure Manual in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to receive a hard copy of the Business Procedure Manual.

The information in this manual is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this book. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Superintendent if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this receipt and forward it to the Superintendent's office.