

**OFFICIAL LETTER OF TRANSMITTAL  
CERTIFIED TEXAS SCHOOL BUSINESS OFFICIAL  
(Effective May 10, 2010)**

**Date** \_\_\_\_\_

**To:     Certification Department  
          TASBO  
          2538 South Congress Avenue  
          Austin, Texas 78704**

This is a letter of transmittal to accompany my application for the status of Certified Texas School Business Official. I have enclosed with this letter of application, or will have sent under separate cover, or will use as a checklist the following:

- \_\_\_ Application signed and notarized
- \_\_\_ TASBO Code of Ethics signed
- \_\_\_ My job description
- \_\_\_ Official Texas Service Record or personnel record showing years of employment
- \_\_\_ Letter(s), of recommendation (to be mailed under separate cover to above address)
- \_\_\_ Registration check (TASBO Members: \$40.00; Non-Members: \$155.00)

**APPLICATION PLAN**

- \_\_\_ Three (3) years of school business experience
- \_\_\_ Served two (2) consecutive years in one school district
- \_\_\_ Completion of required coursework (*minimum 10 courses with 3 courses in 3 different areas*)

Submitted by: \_\_\_\_\_  
(Type or print name as it should appear on official certificate)

**OPTIONAL**

I would like TASBO to send a press release to the following newspaper about the certification I have obtained.

Newspaper name and mailing address: \_\_\_\_\_  
\_\_\_\_\_

**APPLICATION FOR THE STATUS OF  
CERTIFIED TEXAS SCHOOL BUSINESS OFFICIAL  
(Effective May 10, 2010)**

**ADDRESS REPLY TO:**

**Certification Department  
TASBO  
2538 South Congress Avenue  
Austin, Texas 78704**

This is to certify that I, the undersigned, have complied with all the requirements for the status of Certified Texas School Business Official, and have, through proper affidavit and documentation, submitted this evidence below; and, in addition, I have demonstrated high standards of ethics, service, management, and professional responsibilities by my achievements in the profession of school business administration, and have made and/or will continue to make contributions to this profession and to the Texas Association of School Business Officials, in witness whereof I submit:

1. I have taken a minimum of three (3) courses from three (3) specific areas of school business operations. The three specific areas of specialization (refer to Professional Certification Manual, Section II) are:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_
  
2. I have a minimum of three (3) consecutive years of school business experience, with at least two (2) consecutive years during the following school years:  
\_\_\_\_\_ and \_\_\_\_\_ at \_\_\_\_\_ School District,  
(address) \_\_\_\_\_
  
3. My Superintendent or the President of my Board of Trustees or Chief School Business Administrator or equivalent supervising administrator will send a letter concerning my integrity, character, and competence as a school business official--as he/she honestly evaluated me. This statement is not to be signed below, but sent under separate cover. Further, permission is granted to the Texas Association of School Business Officials, its staff, and/or its Board of Directors to investigate me and verify the information contained in, or in connection with, this application.

**Signing the statement at the bottom of the following page is IN ADDITION TO THE LETTER specified in No. 3 above, and does NOT take the place of the separate letter described above.**

*Application for Certified Texas School Business Official*

This is to certify that I, (name of applicant) \_\_\_\_\_, meet the required school business experience as outlined in the TASBO Certification Manual and, being duly sworn, depose and state that the information in the application is accurate and correct to the best of my knowledge.

Signature \_\_\_\_\_ Type Name \_\_\_\_\_

Title \_\_\_\_\_ District \_\_\_\_\_

District Address, City, State, ZIP \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature of Notary Public, State of Texas \_\_\_\_\_

**Certificate by the Superintendent or Chief School Business Administrator**

This is to certify that I, the undersigned, have carefully inspected the information contained in this completed application; and that all other information supplied is, to the best of my knowledge, a true and accurate statement; further, I certify that said applicant is known by me to possess a high degree of character and integrity, and has demonstrated competence and proficiency in his/her school business assignments and responsibilities in this school district.

Signature \_\_\_\_\_ Type Name \_\_\_\_\_

Title \_\_\_\_\_ District \_\_\_\_\_

District Address, City, State, ZIP \_\_\_\_\_

Enclosure: Check or money order made payable to:  
TEXAS ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

For: Professional Registration Fee, CTSBO<sup>cm</sup>

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

TASBO Executive Director

## **TASBO Code of Ethics**

Texas Association of School Business Officials certified individuals subscribe to the following statements of ethics and standards of conduct.

### **The Texas School Business Official:**

1. Makes the quality of education for students and the reasonable ability of taxpayers to pay the cost of education, the basic values in all decisions and actions.
2. Fulfills all professional responsibilities with honesty and integrity.
3. Obeys all local, state and federal laws which govern his activities and does not knowingly belong to any organization which advocates the overthrow of our form of democratic government.
4. Implements to the best of his ability the policies of the Board of Trustees and the administrative regulations of his superiors.
5. Avoids the use of his position for personal gain through influence politically, socially, or economically.
6. Maintains the highest degree of professional training possible through continuing educational programs and personal research.
7. Accepts academic degrees or professional certification only from accredited and legally constituted institutions.
8. Honors all contracts until fulfillment or legally released.

### **TASBO Standards of Conduct**

In relationships within the school district it is expected that the School Business Official will:

1. Support the goals and objectives of the employing school system.
2. Interpret the policies and practices of the district to subordinates and the community fairly and objectively.
3. Implement, to the best of the official's ability, the policies and administrative regulations of the district.
4. Assist fellow administrators as appropriate in fulfilling their obligations.
5. Build the best possible image of the school district.
6. Refrain from publicly criticizing board members, administrators or other employees.
7. Help subordinates to achieve their maximum potential through fair and just treatment.

In the conduct of business and discharge of responsibilities, the School Business Official will:

1. Conduct business honestly, openly and with integrity.
2. Avoid conflict of interest situations by not conducting business with a company or firm which the official or any member of the official's family has a vested interest.
3. Avoid preferential treatment of one outside interest group, company or individual over another.
4. Uphold the dignity and decorum of the office in every way.
5. Avoid using the position for personal gain.
6. Never accept or offer illegal payment for services rendered.
7. Refrain from accepting gifts, free services or anything of value for or because of any act performed or withheld.
8. Permit the use of school property only for officially authorized activities.

In relationships with colleagues in other districts and professional associations, it is expected that the School Business Official will:

1. Support the actions of a colleague whenever possible, never publicly criticizing or censuring the official.
2. Offer assistance and/or guidance to a colleague when such help is requested or when the need is obvious.
3. Actively support appropriate professional associations aimed at improving school business management and encourage colleagues to do likewise.
4. Accept leadership roles and responsibilities when appropriate, but refrain from "taking over" any association.
5. Refrain from using any organization or position of leadership in it for personal gain.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_