

**CERTIFICATION OF CHIEF SCHOOL FINANCE OFFICER**  
**(Effective July 1, 2003)**

1. Name of School System: \_\_\_\_\_

2. Chief School Finance Officer: \_\_\_\_\_

3. On what date did this Chief School Finance Officer begin performing the duties of this position?

\_\_\_\_\_ Go to item 4.  
Date

4. Does this Chief School Finance Officer have at least 3 years of experience in a business-related field as of the date in Item 3 above?

YES\_\_\_ Go to item 5.  
NO\_\_\_ Skip to item 9.

5. Has this Chief School Finance Officer met the education requirements contained in Rule 290-2-5-.03?

YES\_\_\_ Go to item 6.  
NO\_\_\_ Skip to item 9.

6. Has this Chief School Finance Officer completed the *Alabama Association of School Business Officials Certificate Program*?

YES\_\_\_ Go to item 7.  
NO\_\_\_ Skip to item 8.

7. The school board and superintendent recommend that the State Superintendent certify the above-named individual as a Certified Chief School Finance Officer. [Do not complete items 8 through 11.]

\_\_\_\_\_  
Superintendent's Signature Date

8. The anticipated date for completion of the *Alabama Association of School Business Officials Certificate Program* will be in (month)\_\_\_\_\_(year)\_\_\_\_\_. (Deadline for completion is 3 years from the date in Item 3 above.) [Do not complete items 9 through 11.]

\_\_\_\_\_  
Superintendent's Signature Date

9. Is the individual named in Item 2 above assigned the duties of Chief School Finance Officer under the provisions of a dire emergency contained in Rule 290-2-5-.04?

YES\_\_\_ Go to item 10.  
NO\_\_\_ Skip to item 11.

10. The school board and superintendent intend to limit the assignment of the duties of Chief School Finance Officer to the individual named in Item 2 above, to a period not to exceed 6 continuous months. [Disregard item 11.]

\_\_\_\_\_  
Superintendent's Signature Date

11. The superintendent must request an exception to the rule in accordance with Rule 290-010-010-.10.1.