



ILLINOIS

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Policy Manual Acknowledgment

I, the undersigned, acknowledge receipt of a copy of the Department of Central Management Services Policy Manual, consisting of the following:

Table of Contents
Chapter 1, Code of Ethical Standards
Chapter 2, Personnel
Chapter 3, Policy Rules
Chapter 4, Use/Purchase of State Property

I understand and agree that it is my responsibility to read the Policy Manual and to inform my supervisor if any of the chapters or pages are missing or unreadable.

I further agree that I am bound to act in accordance with the Policy Manual and all updates provided to me or be subject to discipline, up to and including discharge.

Printed Name

Employee Signature

Date