



Hektoen Institute
Accounting Internal Controls, Policies and Procedures Grant
Policies and Procedures
Acknowledgement Form

I certify that I have received and read a copy of the following:

- Accounting Department Internal Controls, Policies and Procedures Manual
- Grant Policies and Procedures Manual

The manuals are available on Hektoen's website: www.hektoen.org

Also, I understand my responsibilities with respect to the Principles and Standards as outlined. I further agree to comply with the Principles and Standards set forth by Hektoen Institute in the Accounting and Grant Policies and Procedures Manuals.

Print Name _____

Signature _____

Date _____

Please return this form with the requested information by August 31, 2011 to the Hektoen Accounting Department – Attn: Michael Remensnyder (Controller) via fax at (312) 348-1905 or by e-mail at michael.remensnyder@hektoen.org