

CONFLICTS OF INTEREST

It is the responsibility of each University employee to protect the interests of the University in its' dealings with customers, suppliers and other University employees. Any employee should avoid those situations which present, or appear to present, a conflict between her/his personal interests and the interests of the University.

While it is impossible to list every situation where a conflict of interest may arise, the following indicate the most likely scenarios:

- An employee, a member of her/his immediate family, or a trust in which the employee has direct or indirect financial interest, is a supplier or customer of the University.
- An employee conducts business, on behalf of the University, with any business in which she or he or a relative has a financial interest.
- An employee, members of her/his immediate family, or a trust in which the employee has a financial interest accepts gifts or entertainment from an actual or potential supplier to the University.
- An employee uses information obtained in the course of employment for personal or family financial gain.

No employee with the responsibility of requesting, approving or issuing orders, contracts or commitments for materials that may be furnished to the University shall hold an interest in any supplier of those goods or services.

No employee with the responsibility of requesting, approving or issuing orders, contracts or commitments for materials that may be furnished to the University shall enter into any commitment with a business that is owned or operated by a relative of that employee, without prior disclosure of said relationship.

Situations where a conflict of interest may exist will be reviewed by the Directors of Purchasing Services, Sponsored Programs, and the University Controller, known as the Conflict of Interest Committee (CIC).

Any employee having a personal financial interest or a family member holding a financial interest in a business that is a potential supplier to the University should complete the CONFLICT OF INTEREST, the DECLARATION OF BUSINESS INTEREST and the FEDERAL ANTI-KICKBACK ACT OF 1986 forms, when applicable, prior to initiating any contract with the supplier.

UtahState
UNIVERSITY

Purchasing Services
Logan, UT 84322-8300

CONFLICTS OF INTEREST
Rules and Regulations: 10.3000

DATE

I have carefully reviewed and am familiar with Section 2.7000 of the Utah State University Policies and Procedures Manual titled Conflicts of Interest, and with respect thereto, I hereby represent as follows:

- 1- During the period from July 1, 200__ to date hereof, neither I nor, to the best of my knowledge, any member of my immediate family has violated any of the prohibitions or policies set forth in the Policy; except*

- 2- I have no knowledge of any violation by any other person of any of such prohibitions or policies during the period from July 1, 200__ to the date hereof (other than matters previously reported through proper channels); except*

- 3- If any change occurs which would require a different answer or statement, I will promptly file a supplemental report bringing this report up to date.

The foregoing information is submitted to enable the University to obtain legal advice with respect to any questionable transaction or relationship that might be disclosed. It is understood that the University will treat such information with confidence, consistent with the intent of the University's policies.

(Name of employee, printed or typed)

University Department

(Employee's Signature)

*If there are exceptions or if you are in doubt, give details in the space provided above, or if necessary, on an accompanying sheet. Your signature on this form shall constitute your certification that you have described all exceptions and that, if the spaces are blank, there are no exceptions.