



Per University policy 400.002P: Conflict of Interest, all general University employees are required to disclose to the University on an as-needed basis any conflict(s) of interest related to their work with the University, or the lack thereof.

Section 1: Discloser Information (please print)

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Section 2: Conflict of Interest Disclosure

Please specify below any actual transactions you are aware of between the organization and any entity or person with which you have a business, investment, or family relationship (attach additional pages as needed).

- A. _____
- B. _____
- C. _____

Section 3: Certification

By signing below, I certify that:

- I have received a copy of the organization's Conflict of Interest Policy;
- I have read and understand the policy;
- I agree to comply with the policy;
- I understand that the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its exempt purposes and not engage in activities and transactions that provide impermissible benefits to individuals or entities; and
- the information set forth above is true and complete to the best of my knowledge.

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Next Steps:

- Present this form to Administrative Services.
- This form will be kept on file for three (3) years or the length of any contract listed in Section 2 above, whichever is longer.