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**CONFLICT OF INTEREST DISCLOSURE FORM**

**FOR OFFICERS AND EMPLOYEES INVOLVED IN PROCUREMENT OR CONTRACT MANAGEMENT**

1. Officers and employees involved in procurement or contract management for the System or a component institution are required to disclose to Business Support Services ("BSS") potential conflicts of interest with respect to contracts or bids for the purchase of goods or services from a private vendor by the System or a component institution that are known by the employee or officer at any time during the procurement process, from the initial request for bids until the completed final delivery, or during the term of the contract.
2. For the purpose of this form, a potential conflict of interest exists when the officer or employee or a family member of the officer or employee has a financial interest in a private vendor that is a party to the purchasing card transaction, contract or bid for a purchase of goods or services.
3. When a potential conflict of interest exists, officers and employees involved in procurement or contract management are required to complete this disclosure form and submit it to the BSS with the epro requisition or with submission of the contract. If the potential conflict of interest is related to a purchasing card transaction or the execution of a contract or some other situation that does not involve an epro requisition or submission of a contract to the BSS, then the officer or employee should submit this form to the BSS at [conflictdisclosures@untsystem.edu](mailto:conflictdisclosures@untsystem.edu).
4. Officers and employees involved in procurement or contract management that have a potential conflict of interest cannot move forward with the purchasing card transaction, processing of a bid or contract, the bid award, or execution of a contract until notified in writing by the BSS that the potential conflict of interest has been considered and addressed by the Chief Procurement Officer or his/her designee.

**DEFINITIONS**

"Officers and employees involved in procurement or contract management" means:

1. BSS buyers and senior buyers;
2. Purchasing card users;
3. Officers or employees of the System or a component institution authorized to request the approval of a contract for the purchase of goods or services from the BSS;
4. Officers or employees authorized to sign contracts involving the purchase of goods or services; and
5. An officer or employee of the System or a component institution who requests approval of a purchasing card transaction, bid or contract for the purchase of goods or services from a person in category 1, 2, 3 or 4 of this definition.

"Family Member" means anyone related to the officer or employee involved in procurement or contract management within the second degree of consanguinity (related by blood) or affinity (related by marriage). Second degree of consanguinity includes a parent, child, sibling, grandparent, or grandchild. Second degree of affinity includes a spouse, stepparent, stepchild, or spouse of a person within the second degree of consanguinity. It also includes anyone related to the officer's or employee's spouse by the second degree of consanguinity. A chart regarding affinity and consanguinity is posted on the BSS website for reference.

"Financial Interest" means an interest—other than a retirement plan, a blind trust, insurance coverage, or an ownership interest of less than one percent in a corporation—where the officer or employee or officer's or employee's Family Member:

1. Owns or controls, directly or indirectly, an ownership interest of at least one percent, including the right to share in profits, proceeds, or capital gains, in an entity that provides goods or services; or
2. Could reasonably foresee that a contract with an entity that provides goods or services could result in financial benefit to the officer or employee or the officer's or employee's Family Member.

The percent of interest owned may be calculated using either voting stock, shares owned, or market value of shares.

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**REQUIRED DISCLOSURE FOR OFFICERS AND EMPLOYEES INVOLVED IN PROCUREMENT OR CONTRACT MANAGEMENT**

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State law (Texas Government Code 2261.252) requires you to disclose any potential conflict of interest that you have with respect to a purchasing card transaction, contract or bid for the purchase of goods or services. On an additional sheet attached to this form, describe all potential conflicts of interest and the purchasing card transactions, bids or contracts to which they apply. Provide detailed information on the financial interest in the private vendor and the level of your involvement in the procurement or contracting process.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_