

## Conflicts of Interest

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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. All employees should avoid situations which present, or appear to present, a conflict between their personal interests and the interests of the University.

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N/A

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N/A

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- A. No employee with the responsibility of requesting, approving or issuing orders or commitments for materials and/or services that may be furnished to the University shall enter into any commitment with a business that is owned or operated by the employee or a relative of the employee without prior disclosure of said relationship.
- B. While it is impossible to list every situation where a conflict of interest may arise, the following indicate the most likely scenarios:
  1. An employee, a member of their immediate family, or a trust in which the employee has direct or indirect financial interest, is a vendor or supplier to the University.
  2. An employee conducts business, on behalf of the University, with any business in which they or a relative has a financial interest, is a vendor or supplier to the University.
  3. An employee, a member of their immediate family, or a trust in which the employee has direct or indirect financial interest, is a vendor or supplier to the University.
  4. An employee uses information obtained in the course of employment for personal or financial gain.

D. 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 Declaration of Business Interest form prior to initiating any agreement with the supplier.

1. Completed forms should be sent to the Purchasing Office for final approval. Original copies will be kept in the Purchasing Office and a copy will be forwarded to the Attorney General's Office.

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x [Purchasing Forms](#)

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