

**UNIVERSITY OF CALIFORNIA
REPORT OF PROPOSED PURCHASING TRANSACTION INVOLVING
POSSIBLE CONFLICT OF INTEREST**

Instructions: This form must be completed by any employee or former employee within two years of termination of employment who proposes or whose near relative proposes to rent or sell goods or to provide services to the University. See Reverse side for full policy statement. *Completion of this report does not constitute authorization for work to begin or for services to be provided.*

Name and Title of Employee Making Report		Employee <input type="checkbox"/>	
		Former Employee <input type="checkbox"/>	Separation Date
Division/ Department	Bldg/Rm No.	Expiration Date	Purchase Order No.

COMPLETE APPROPRIATE ITEM:

- I propose to rent or sell goods or to provide services to the University.
- A near relative* proposes to rent or sell goods or to provide services to the University.

Name of Relative	Relationship
Address	

- I own or control more than 10% interest in a business that proposes to rent or sell goods or to provide services to the University.

Name of Business
Name of Interest

- A near relative* owns or controls more than 10% interest in a business which proposes to rent or sell goods or to provide services to the University.

Name of Relative	Relationship
Address	
Name of Business	
Name of Interest	

Describe the goods or services proposed (use additional page if necessary)

Are these goods and/or services available commercially YES NO
 Or from the University's own facilities? YES NO

I certify that no University time, material, equipment or facilities have been or will be used in connection with any resulting purchase order or contract.

Signature of Employee	Date
APPROVALS	
Employee's Department Head	Purchasing Manager
	Director of Business Services

* See next page for definition.

WHEN COMPLETED, ATTACH 2 COPIES TO THE PURCHASE REQUISITION AND SUBMIT TO PURCHASING DEPARTMENT, ONE COPY TO EMPLOYEE, AND ONE COPY TO DEPARTMENT

UNIVERSITY POLICY REGARDING EMPLOYEE-VENDOR RELATIONSHIPS

DEFINITIONS

EMPLOYEE - any individual who is presently employed by the University.

NEAR RELATIVE - spouse, child, parent, brother, sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, and step relatives in the same relationship.

EMPLOYEE-VENDOR RELATIONSHIP - a relationship in which an employee, or near relative, acts as an independent contractor for the purpose of renting or selling goods or providing services to the University.

POLICY

SEPARATION OF INTERESTS- It is the policy of the University to separate an employee's University and private interests, and to safeguard the University and its employees against charges of favoritism in acquisition of goods and services.

CONFLICT OF INTEREST - The State of California Political Reform Act prohibits an employee from making or participating in the making of a decision if a financial conflict of interest exists. Requirements governing such decision-making are set forth in the University's Conflict of Interest Code and shall be observed in purchases of goods and services by the University.

DETERMINATION - No purchase or lease of goods or contract for services shall be made from any employee or near relative unless there has been a specific determination by the Director of Business Services, or designee, that the goods or services are not available either from commercial sources or from the University's own facilities.

PRIVACY NOTIFICATION

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to provide information about themselves:

The principal purpose for requesting the information on this form is to determine any possible conflict of interest which might be involved in a proposed University purchasing transaction. University policy authorizes maintenance of this information.

Furnishing all information required on this form is mandatory - failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form may be used by various University departments as required in the regular course of business and will be transmitted to the state and federal governments if required by law.

You have the right to review personal information maintained about you in accordance with University policy and may contact the office of record maintaining such information.

The department responsible for maintaining the information contained on this form is the Purchasing Department, University of California, Santa Barbara, CA 93106-1150.