

EXAMPLE OF HOW TO FILL OUT CIQ

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.		OFFICE USE ONLY Date Received
1	Name of vendor who has a business relationship with local governmental entity. _____	
2	☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated questionnaire later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.) _____	
3	Name of local government officer about whom the information is being disclosed. _____ Name of Officer	
4	Describe each employment or other business relationship with the local government officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary. A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor? ☐ Yes ☐ No B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity? ☐ Yes ☐ No	
5	Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more. _____	
6	☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated questionnaire later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.) _____	
7	Signature required – please print name, sign name and date even if no conflict _____ Name of signatory Signature Date	

This is the "vendor" name, even if a conflict does not exist.

Check if applies or leave Blank if it does not

Enter "officer" name (PfISD employee, employee's family member = basically if there is business, employment or family relationship with PfISD already) if NO conflict does not exist insert N/A.

Complete A and B by checking YES or NO if a conflict exist (if you already work if PfISD or there's a family relationship within PfISD)

Identify and describe the relationship, if applicable – otherwise enter N/A

Check if applies or leave Blank if it does not