

HCBA-E – VENDER CONFLICT OF INTEREST DISCLOSURE STATEMENT

This statement is used to disclose any direct or indirect business relationship with a member of the Board or with a school district employee before the vendor enters into or continues a business relationship with the District. The vendor shall file this statement with the district's business office prior to any board action or purchase authorization connected to the relationship. This requirement is established by district policy HCBA.

1. Vendor Identification

Legal name of vendor: _____

DBA (if any): _____

Primary contact name and title: _____

Mailing address: _____

Phone: _____ Email: _____

2. Description of the proposed or existing business relationship

Please describe the goods or services, the contract or purchase number (if known), the estimated dollar amount or pricing structure, and the anticipated dates or term. Use additional pages if needed.

3. Identification of the related District official or employee

Please identify the School Board member or District employee with whom the vendor has a direct or indirect relationship. If the relationship is through a spouse, relative, business or professional associate, please identify that individual and the nature of the connection.

Name and role: _____

Relationship to vendor: _____

Relationship to board member/employee (if indirect): _____

Nature of interest (personal, professional, or pecuniary): _____

4. Narrative of the relationship or interest

Please explain the facts giving rise to the relationship or interest, including any ownership interests, employment, consulting, commissions, referral arrangements, gifts, or other financial ties.

5. Safeguards and separation of duties (if applicable).

If the vendor proposes safeguards to avoid undue influence or favoritism, please describe them. Examples include removing the related individual from sales, pricing, or performance on District work, designating an alternative account team, or using competitive pricing that is verifiable.

6. Ongoing duty to update

The vendor agrees to promptly supplement this disclosure if any information changes before the District completes its purchasing decision or during the term of any contract.

7. Certification

I am authorized to submit this disclosure on behalf of the vendor identified above. I certify that the information in this statement is true, correct, and complete to the best of my knowledge. I understand that the District will rely on this disclosure to comply with its conflict-of-interest policies and applicable law.

Authorized representative's name and title: _____

Signature: _____ Date: _____

End of Jamestown Public School District Exhibit HCBA-E