

UNIVERSITY OF CALIFORNIA, SAN FRANCISCO

REPORT OF PROPOSED PURCHASING TRANSACTION INVOLVING POSSIBLE CONFLICT OF INTEREST

Instructions: This form must be completed by any employee or near relative who proposes to rent, sell goods or to provide services to the University. (NOTE: Completion of this report does not constitute authorization for work to begin or for services to be provided.)

Name of Employee Making Report: _____

Title of Employee Making Report: _____

Campus Department: _____ Location _____

COMPLETE APPROPRIATE ITEM

I propose to rent, sell goods or to provide services to the University.

A near relative proposes to rent, 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 which proposes to rent, sell goods or to provide services to the University.

Name of Business: _____
Nature of Interest: _____

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

Name of Relative: _____ Relationship: _____
Address: _____

Name of Business: _____
Nature of Interest: _____

Describe the goods or services proposed: _____

Are these goods and/or services available commercially? _____

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. I also certify that I have not or will not make, or participate in the making of the University's decision to purchase the goods or services covered by this disclosure.

Signature of Employee: _____ Date: _____

APPROVALS:

Employee's Department Head: _____ Date: _____

Materiel Manager: _____ Date: _____

Other Administrative Approval: _____ Date: _____

University Policy Regarding Employee 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 there exists a financial conflict of interest. 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 Materiel Manager, 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 individual 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 either the office of record maintaining such information or the UCSF Human Resources Department for more information concerning your rights.

The official responsible for maintaining the information contained on this form is the Purchasing Manager, Materiel Management Department, 612 Forbes Boulevard, South San Francisco, CA 94080 (415) 502-3013.