LAMAR STATE COLLEGE – PORT ARTHUR
HUMAN RESOURCES

CONFLICTS OF INTEREST DISCLOSURE FORM

Conflicts of interest occur when an employee or immediate family member receives personal financial benefit from the employee's College position in a manner which may inappropriately influence the employee's judgment or compromise the employee's ability to carry out College responsibilities or could be a detriment to the College's integrity.

Employees with an apparent or real conflict of interest must complete this form and deliver it to their supervisor; this form must be submitted on an annual basis, as long as the conflict of interest exists.

Questions about an external activity representing a conflict of interest should be referred to a supervisor or Vice President.

Name:_____

1. Relationship with any vendor, contractor, or business entity with which the College does business or is likely to do business, for which you have an opportunity to influence a related College decision; include the relationship of any immediate family member (indicate business entity's name, name of owner or manager, and relationship to employee or the employee's immediate family):
_____

2. Economic interest in any vendor, contractor, or business entity with which the College does business with or is likely to do business, for which you have an opportunity to influence a related College decision: include the economic interest of any immediate family member (indicate the business entity's name, relationship to employee, the annual amount of any profits or compensation, market value of any equity, and any intellectual property rights):
_____

3. If this disclosure is for a single transaction, indicate the specific vendor, contractor or business entity, relationship to employee, and College purchase or contract:
_____

4. Any other apparent or real financial conflict that could result in a personal financial benefit for you or a member of your immediate family, as related to any personal influence in College operations or business decision:
_____

5. Any other apparent or real conflict, financial or otherwise, that may compromise the employee's decisions or judgment is carrying out College responsibilities:
_____

In the event that insufficient space is provided on this form for any disclosure, the employee should attach additional pages with reference to the above sections; also indicate in the associate section that additional material is attached.

EMPLOYEE'S SIGNATURE: _____ Date:_____

SUPERVISOR'S ACKNOWLEDGEMENT: _____ Date:_____

VICE PRESIDENT/PRESIDENT ACKNOWLEDGEMENT: _____ Date:_____

Acknowledgement by the employee's supervisor and Vice President/President indicates that they are aware of the apparent or real conflict of interest, and they intend to manage the situation so that:

- the employee does not have an opportunity to influence the College's business or financial decisions in ways that would lead to personal gain or give improper advantage to a member of the employee's immediate family; and
- the employee can objectively fulfill his or her obligations to the College.