

REPORT AND CERTIFICATION OF PROPOSED TRANSACTION INVOLVING A POTENTIAL CONFLICT OF INTEREST

Instructions

Each person offering to provide goods or services to the University must complete the report when that person is:

- a current UC employee
- a former UC employee, who has been separated for less than two (2) years (retired, dismissed, separated, or formerly employed)
- a current UC employee, who owns or controls ten percent (10%) or greater interest in a business that will provide goods or services to the University
- a near relative of a current UC employee (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)
- a near relative of a current UC employee, when that near relative owns or controls ten percent (10%) or greater interest in a business that will provide goods or services to the University.

Completion of this report does not constitute authorization to begin work.

Full Legal Name Click here to enter text.	Name of Business Click here to enter text.
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UC Campus/Facility Where Employed Click here to enter text.	Department Where Employed Click here to enter text.	Separation Date, If Applicable Click here to enter text.
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Description of UC employment job duties
[Click here to enter text.](#)

If you are, or your near relative is a current UC employee, does the position include teaching or research responsibilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Please indicate which of the following is applicable

I am a:

current UC employee

former UC employee, who has been separated for less than two (2) years (retired, dismissed, separated, or formerly employed)

current UC employee, who owns or controls ten percent (10%) or greater interest in a business that will provide goods or services to the University

near relative of a current UC employee (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):

Name of relative	Relationship to current UC employee	Relative's UC Campus and Department
Click here to enter text.	Click here to enter text.	Click here to enter text.

near relative of a current UC employee, when that near relative owns or controls ten percent (10%) or greater interest in a business that will provide goods or services to the University.

Name of relative	Relationship to current UC employee	Relative's UC Campus and Department
Click here to enter text.	Click here to enter text.	Click here to enter text.

Current and Former Employees ONLY		
Do you/Did you have any past, current, or future responsibility for, involvement in, or direct or indirect influence on any of the negotiations, transactions, planning, arrangements, or any part of the decision making process relevant to the proposed transaction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has any/Did any of your University time, University material, University equipment, or were University facilities used or will be used in connection with the proposed transaction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Relatives of UC Employees ONLY		
Does your near relative have any past, current, or future responsibility for, involvement in, or direct or indirect influence on any of the negotiations, transactions, planning, arrangements, or any part of the decision making process relevant to the proposed transaction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
For Former Employees ONLY		
Did you hold a policy-making position in the same general subject area as the proposed transaction, during the last twelve (12) months of UC employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered YES to any of the above questions, please explain (use and attach additional sheets as necessary):		
Click here to enter text.		
Describe the goods or services proposed:		
Click here to enter text.		
Are these goods and/or services available commercially?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Click here to enter text.		
If you answered No to the above questions, please explain:		
Click here to enter text.		
I certify that the above information is true:		
_____ Signature of UC employee, former UC employee, or near relative of current UC employee		
UCR Department Certification		
Are these goods and/or services available from the University's own facilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How did your department learn of this provider, and why did you choose this provider?		
Click here to enter text.		
Department Head Name	Signature	Date
Click here to enter text.		Click here to enter text.
UCR Procurement Services		
Director of Procurement		Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	