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|  | | | | | | | | **Purchasing Department**  **202 Plaza Centre One**  **319-335-0379**  **319-335-0381 fax** | | |
| Disclosure of Employee Relationship with  Potential or Existing University of Iowa Vendor | | | | | | | | | | |
| PReq/RFQ/RFP/RFI#: | | |  | | | Description: | | | |  |
| Purchasing Agent: | |  | | | |  | | | |  |
| Conflict of Interest Policy The Board of Regents and the Iowa Code policies govern business transactions involving conflict of interest situations and relationships between employees and vendors. Please see: [**www.uiowa.edu/ap-purchasing/coi-purchasing**](http://www.uiowa.edu/ap-purchasing/coi-purchasing)  The University of Iowa has established procedures in accordance with the Board of Regents and Iowa Code policies on conflict of interest of individuals participating in purchasing decision making. If any of the conditions below apply to you, you cannot participate in the decision making process on a Request for Quotation, Proposal or Information. | | | | | | | | | | |
|  | **I do not have any relationship with any of the proposing vendors on the RFQ, RFP or RFI listed above.** | | | | | | | | | |
|  | **I have a relationship with one or more of the proposing vendor’s employees, a financial affiliation, or principles. Include the vendor name and type of relationship below. If you have a relationship with more than one selected vendor, include information for each vendor relationship. The type of relationship(s) include:** | | | | | | | | | |
|  | 1. **Spouse/partner or immediate family is employed by the vendor.** 2. **Financial relationship with the vendor.** 3. **Personal relationship with the vendor employees or the vendor principles.** | | | | | | | | | |
| **Company** | | | |  | **Type of Relationship (please explain)** | | | | | |
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| Definitions:  **Spouse/partner or immediate family is employed by the vendor:** Employee means a paid employee of the State of Iowa, the employee’s spouse/partner or immediate family including minor children, and any firm of which any of those persons is a partner or sole proprietor, as well as any corporation of which any of those persons holds **5%** or more stock either directly or indirectly.  **Financial relationship:** A financial relationship means a partnership or other commercial relationship involving a joint venture between the faculty or staff member and another person. Examples are: Research Grants, consultancies, honoraria and travel, self-managed equity interest in a company, employment of an immediate family member in a company and/or other benefits or substantial gifts from a company.  **Personal relationship:** A personal relationship means a relationship with another sufficiently close that a reasonable person would believe that it would be difficult for a faculty or staff member to deal with the person as he or she would deal with a stranger. | | | | | | | | | | |
|  | | | | | | |  | | Click here to enter a date. | |
| **Signature** | | | | | | |  | | **Date** | |
| **Print Name**  **Rev.** | | | | | | |  | | **Department** | |