

# UNIVERSITY OF CALIFORNIA

## REQUEST FOR APPROVAL OF PROPOSED PURCHASING TRANSACTION INVOLVING POSSIBLE CONFLICT OF INTEREST

**INSTRUCTIONS:** Required to be completed by any employee who proposes, or whose near relative proposes, to rent or sell goods or to provide services to the University. See reverse side for full policy statement.  
*Completion of this request does not constitute authorization for work to begin or for services to be provided.*

Name of Employee making request		Title	
Division/Department		Building/Room	Telephone Extension

  

**CHECK AND COMPLETE THE APPROPRIATE ITEM:**

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

☐ A near relative\* proposes to rent or 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 or sell goods or 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 or 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 certify that I have not or will not make, or participate, or be involved in any way, in the making of the University's decision to purchase the goods or services covered by this disclosure.**

Signature of Employee	Date
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Buyer Recommendations:

Purchasing Director Remarks:

APPROVALS		
Employee's Department Head	Purchasing Director	Other Administrative Approval

\*See reverse side for definition.