

GBEAA-E

EXHIBIT

STAFF CONFLICT OF INTEREST

Disclosure Form

1. Each employee must file a Conflict of Interest Disclosure within five (5) calendar days after commencing work and at least annually thereafter, either identifying any conflict **substantial interest** the employee or the employee's relative has or stating that **neither** the employee **nor** the employee's relative has **no conflict** **any substantial interest requiring disclosure**.
2. All Conflict of Interest Disclosures shall be kept on file **d** with in the District's Human Resources Office **and maintained in the District's official records in accordance with law**.
3. If a new conflict arises after signing the Conflict of Interest Disclosure form, **it** is the employee's responsibility to update and submit a new **revised** Disclosure **F**orm to the Human Resources Department within fifteen (15) calendar days **after any new substantial interest arises following the date of the most recent Disclosure. The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.**

STATEMENT OF NO CONFLICT

To be completed only if neither you nor your relative has a substantial interest requiring disclosure.

I, _____, do hereby indicate that I do not have, and none of my relatives has, a substantial interest in any contract, sale, purchase, service, decision, investigation, or other matter of the Catalina Foothills School District.

Date

Signature

STATEMENT OF CONFLICT

I, _____, do hereby indicate:

1. That I am presently an employee of the Catalina Foothills Unified School District;

2. That I (or my close relative[s]: _____) have a substantial interest in the contract, sale, purchase, service, decision, investigation, or other matter by the Catalina Foothills Unified School District No. 16 Governing Board as described below.

Identify the contract, sale, purchase, service, decision, investigation, or other matter in which you or your relative may have a "substantial interest" under A.R.S. 38-501 to 38-511. (Use as much space as necessary)

~~Description of Conflict:~~ **Describe the "substantial interest" referred to above. (Use as much space as necessary)**

Date

Signature

STATEMENT OF DISQUALIFICATION

~~To be completed if you have a conflict as identified above.~~

~~To avoid any possible conflict of interest under A.R.S. [38-501](#) to [511](#), I will refrain from participating in any manner in the matter identified above.~~

-

_____	_____
_____	_____
Date	Signature

STATEMENT OF NO CONFLICT

~~To be completed only if neither you do not nor your relative
does not
have a conflict of has a substantial interest requiring
disclosure.~~

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~~I _____, do hereby indicate that I do not have, and none of my close relatives has, a substantial interest in any contract, sale, purchase, service, decision, investigation, or other matter of the Catalina Foothills School District #16.~~

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_____	_____
_____	_____
Date	Signature