

CONTRACT DISCLOSURE FORM

Name of Public Educational Entity: **Fort Smith School District**

Name of Person Disclosing Transaction: **Talicia Richardson**

Note: Fully complete this form and return to the administration office. NO TRANSACTION OR SERVICE MAY BE RENDERED UNTIL THIS FORM HAS BEEN COMPLETED AND APPROVED. A.C.A. § 6-24-101 et seq. requires FULL and COMPLETE DISCLOSURE of transactions with public educational entities. KNOWINGLY FAILING to FULLY DISCLOSE pertinent information relating to a transaction could result in criminal charges.

I am a (an) ☒ Board Member ☐ Administrator ☐ Employee

Note: “Board member” means any board member, director, or other member of a governing body of a public educational entity.

“Administrator” means any superintendent or assistant superintendent or his or her equivalent, open-enrollment public charter school director, school district treasurer, business manager, or other individual directly responsible for entity wide purchasing.

“Employee” means a full-time employee or part-time employee of a public educational entity.

Mailing Address	City	State	Zip
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Home Telephone: _____ Work Telephone: _____

Nature of transaction subject to disclosure and approval:

Bliss Cupcake Café (Bliss) provides dessert, snacks and a variety of food products.

Estimated dollar amount of transactions with public educational entity for entire school year:
Under \$10,000 annually

Check One:

- ☐ I have a financial interest in the transaction with the public educational entity.
☐ A family member has a financial interest in the transaction with the public educational entity.
☒ Both a family member and I have a financial interest in the transaction with the public educational entity.

Nature of financial interest: (State how you and/or family members are financially interested in the transaction):

My spouse and I own more than 5% of Bliss.

Justification for Approval: (State reason why you believe the transactions are in the best interest of the public educational entity. State the unusual and limited circumstances involved.)

Bliss provides food products for schools to enjoy during student, staff and community events. These products are typically purchased in low volume (a few products per transaction). A variety of food products is desired to be purchased by schools over a school year.

☐ Check here if Emergency Transaction as defined by A.C.A. § 6-24-101(9).

PLEASE ATTACH ANY OTHER ADDITIONAL INFORMATION OR DOCUMENTS YOU BELIEVE ARE NECESSARY FOR A FULL, COMPLETE, AND ACCURATE DISCLOSURE OF THE FACTS AND CIRCUMSTANCES OF THE TRANSACTIONS.

SIGNATURE: _____ DATE: _____