



PROCUREMENT CONFLICT OF INTEREST

DISCLOSURE FORM

Oregon law prohibits public officials from using their position to secure a financial benefit for themselves, their relatives, or businesses with which they or their relatives are associated. College employees are considered public officials. Conflicts of interest arise when participating in an official action could or would result in a financial gain or loss to the public official, a relative, or a business with which either are associated. There are two types of conflicts under Oregon law – “actual” and “potential” conflicts.

Employees with an actual or potential conflict of interest must complete this form and deliver it to the Office of the President. Conflicts must be disclosed in writing prior to taking any official action.

Questions about a potential conflict of interest should be referred to the risk management officer.

EMPLOYEE INFORMATION

Name: _____ Department: _____

Position Title: _____ Phone extension: _____

CONFLICT OF INTEREST DISCLOSURE

Describe in detail the nature of the conflict including the relationship or financial interest with any vendor, contractor, or business entity with which the College does business or is likely to do business, for which you have an opportunity to take an official action.

Employee Signature

Date

President’s Signature

Date

*****PLEASE RETURN SIGNED FORM TO THE OFFICE OF THE PRESIDENT*****

DEFINITION OF TERMS

“Business” is defined as any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual and any other legal entity operated for economic gain but excluding any income-producing not-for-profit corporation that is tax exempt under section 501(c) of the Internal Revenue Code with which a public official or a relative of the public official is associated only as a member or board director or in a non-remunerative capacity.

“Potential Conflict of Interest” means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private pecuniary benefit or detriment of the person or the person’s relative, or a business with which the person or the person’s relative is associated, unless the pecuniary benefit or detriment arises out of the following:

- (a) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.
- (b) Any action in the person’s official capacity which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person’s relative or business with which the person or the person’s relative is associated, is a member or is engaged.
- (c) Membership in or membership on the board of directors of a nonprofit corporation that is tax exempt under section 501(c) of the Internal Revenue Code.

“Actual Conflict of Interest” means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or the person’s relative or any business with which the person or a relative of the person is associated.

“Public Official” is defined as any person who, when an alleged violation of ORS 244 occurs, is serving the State or Oregon or any of its political subdivisions or any other public body as defined in ORS 174.109 as an elected official, appointed official, employee or agent, irrespective of whether the person is compensated for the services.

“Relative” means spouse, children, siblings, spouses of siblings or parents of the public official or of the public official’s spouse, any individual for whom the public official has a legal support obligation, or any individual for whom the public official provides benefits arising from the public official’s public employment or from whom the public official receives benefits arising from that individual’s employment.