



HARRIS COUNTY DEPARTMENT OF EDUCATION

6300 IRVINGTON BLVD., HOUSTON, TEXAS 77022

Conflict of Interest Disclosure - Budget Managers

Note: A budget manager is an individual that is authorized to approve purchase requests of any kind (i.e. grants, bids, requisitions, purchase authorizations, student activity, etc.) and/or is involved in any way in the procurement of any goods and services; and is also involved in the approval of transfers or amendments (i.e. principals, directors, supervisors, etc.)

Failure to complete this form will prevent the employee from being authorized to approve any purchases within the HCDE.

1. Have you accepted a **Cash Gratuity** (during duty and non duty periods) of any amount while representing HCDE? Yes ___ No ___ If yes, please explain and disclose from whom _____

2. Have you accepted any **Non-Cash Gratuities** that have a retail value of more than \$25.00 from a vendor this year? Yes___ No___ If yes, please explain and disclose from whom _____

3. If you answered 'Yes' to question #1 OR question #2, did you report it to your supervisor within 72 hours? Yes___ No___ Not Applicable ___ If no, explain _____

4. Do you own a business or have an interest in a company that **does business with HCDE**?
Yes___ No___ If yes, disclose name of company and your interest in said company _____

5. Does **anyone in your family** (brother, sister, mother, father, daughter, son, grandparents, uncles, aunts, etc.) work for, or have an interest in, a vendor or company doing business with HCDE?
Yes___ No___ If yes, disclose name of company and their interest in the outside company _____

6. **I Certify that the information above is true and correct to the best of my knowledge:**

Employee's Signature

Date

FOR BUSINESS SUPPORT SERVICES USE ONLY

Reviewed by Compliance Officer:

Authorized to participate in the purchasing process
by Asst. Superintendent for Business Services:
