

**UNIVERSITY POLICY REGARDING
EMPLOYEE-VENDOR RELATIONSHIPS**

DEFINITIONS

EMPLOYEE - Any individual who is presently employed by the University.

NEAR RELATIVE - Spouse, child, parent, brother, sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, and step relatives in the same relationship.

EMPLOYEE-VENDOR RELATIONSHIP - A relationship in which an employee, or near relative, acts as an independent contractor for the purpose of renting or selling goods or providing services to the University.

POLICY

SEPARATION OF INTERESTS - It is the policy of the University to separate an employee's University and private interests, and to safeguard the University and its employees against charges of favoritism in acquisition of goods and services.

CONFLICT OF INTEREST - The State of California Political Reform Act prohibits an employee from making or participating in the making of a decision if there exists a financial conflict of interest. Requirements governing such decision-making are set forth in the University's Conflict of Interest Code and shall be observed in purchases of goods and services by the University.

DETERMINATION - No purchase or lease of goods or contract for services shall be made from any employee or near relative unless there has been a specific determination by the Materiel Manager, or designee, that the goods or services are not available either from commercial sources or from the University's own facilities.

**UNIVERSITY OF CALIFORNIA
REPORT OF PROPOSED PURCHASE 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 for full policy statement. Completion of this report does not constitute authorization for work to begin or for services to be provided.

NAME AND TITLE OF EMPLOYEE MAKING THIS REPORT: _____

CAMPUS AND DEPARTMENT/DIVISION: _____

BUILDING AND ROOM NUMBER, AND TELEPHONE EXTENSION: _____

COMPLETE 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 more than 10% interest in a business which proposes to rent or sell goods or to 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: _____
Address: _____
Relationship: _____
Name of Business: _____
Nature of Interest: _____

DESCRIBE THE GOODS OR SERVICES PROPOSED: _____

ARE THESE GOODS AND/OR SERVICES AVAILABLE COMMERCIALY? _____

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 PARTICIPATED IN THE UNIVERSITY'S DECISION TO PURCHASE THE GOODS OR SERVICES COVERED BY DISCLOSURE.

SIGNATURE OF EMPLOYEE/DATE: _____

SIGNATURE OF EMPLOYEE'S DEPARTMENT HEAD: _____

SIGNATURE OF MATERIEL MANAGER: _____

OTHER ADMINISTRATIVE APPROVAL: _____