



In conformity with University Policy 3356-7-01 Conflicts of interest and conflicts of commitment, all employees authorized to make or influence purchasing decisions must certify the fact that they understand and are in compliance with the Policy. Employees also must disclose the names of all current and potential vendors with whom the University does or may do business with and with whom the employee, the employee's family member or the employee's business associate has a financial or fiduciary interest, regardless of whether the employee actually makes the purchase or not. The ethics laws may permit purchases from such a vendor, however the employee must first disclose the relationship with the vendor. If such a disclosure is made, the Director of Procurement Services will initiate a discussion with the employee to determine the parameters for the employee and the University. The employee is not to make independent determinations as to whether or not purchases from disclosed vendors are permitted. In addition, employees must disclose if they have received gifts or entertainment of more than nominal value from suppliers of good or services or from persons associated or seeking association with the university. A copy of the Ohio Ethics Law can be found on the Ohio Ethics Law Overview webpage.

I, _____, representing _____,
(please print name) (department / college / division)

have and will adhere to University Policy 3356-7-01 during the fiscal year July 1, ____ through June 30, ____ in the conduct of business with University vendors. I am identifying below all vendors with whom I have a business or familial relationship. I am also identifying below all gifts or entertainment I have received from vendors of more than nominal value.

I have no business or familial relationship as stated above with any vendors. Also, I have not accepted gifts or entertainment as stated above with any vendors.

I have a familial relationship as stated above with the below vendors. Please describe whether you hold a financial or fiduciary interest in the company.

I have a business relationship with the below vendors which includes having an ownership interest in the company, defined as holding more than 5% stock in the company or holding a fiduciary position in the company.

I have accepted gifts or entertainment of more than nominal value from vendors as described below.

All employees are to avoid conflicts of interest and conflicts of commitment in the conduct of University business. Employees are required to update this Conflict of Interest Certification Form should their individual circumstances change. This form is available on the Procurement Services Forms webpage and should be used for interim changes during the fiscal year. Falsification of this form and/or failure to provide full disclosure of the required information may result in discipline up to and including termination of employment. A copy of the Ohio Ethics Law can be found on the Ohio Ethics Law Overview webpage.

Financial Manager or PCard Holder Signature Title Date

Financial Manager or Supervisor Signature Title Date

Dean or Associate Vice President or Executive Director Signature Title Date

Area Vice President Title Date

Once all signatures have been obtained, email the form to procure@ysu.edu or mail to Barb Greene, Procurement Office, Jones Hall.