TO: All Financial Managers / PCard Cardholders / Other Special Buyers
FROM: Katrena S. Davidson, CPA
       AVP for Finance and Controller
DATE: June 1, 2021

SUBJECT: FY2021 Annual Vendor Conflict of Interest Certification

University Policy 3356-7-01 Conflicts of interest and conflicts of commitment states that all employees have a fundamental responsibility to act in the best interests of Youngstown State University and are to avoid conflicts of interest in the conduct of university business.

A conflict of interest typically exists when financial, professional, or other personal considerations directly or indirectly affect or benefit, or have the appearance of affecting or benefiting, an employee or the employee’s family or business associates. Employees are expected to avoid participating in decisions or actions on behalf of the university which may result in or appear to result in such benefit.

Section (E) (1) of the policy requires that all employees authorized to sign for expenditures or involved in making or influencing purchasing decisions on behalf of the university are required to complete a “Conflict of Interest Certification Form” annually. Once all signatures have been obtained, scan & email the form to controllersoffice@ysu.edu or mail to the Controller's Office, Jones Hall no later than Monday, June 14, 2021.

In addition, Section (E) (3) of the policy states that employees are under a continuing obligation to update information on the form as circumstances change. The Conflict of Interest Certification Update Form should be used for interim changes during the fiscal year.

Please contact me at ext. 1712 or email ksdavidson@ysu.edu if you have any questions.

This memo and Conflict of Interest Certification Forms are posted online.