

Purchasing Use Only:
Document #:

THE UNIVERSITY OF ARIZONA
PROCUREMENT AND CONTRACTING SERVICES

Please provide **all** information requested in sections 1-4. **Incomplete forms will be returned for completion.**

*** Section 1: EMPLOYEE INFORMATION**

Employee Name: _____ UA EID: _____
Department Name: _____ Department Number: _____
Email: _____ Phone #: _____
Department Campus Address: _____ PO Box: _____
Department Head: _____ Email address: _____

Please provide a full description of your position/relationship with the University that may constitute a Conflict of Interest (e.g., if you are a University of Arizona employee, list your job title and describe your duties):

***Section 2: Please explain your relationship to the Company/Individual (vendor):**

1. Name of Company or Individual who may be contracted to provide goods or services to the University?

A. If a Company:

1. What goods or services may be provided by this Company to the University?

2. Do you have ownership in the business? Yes No If "Yes", describe your involvement with the company, including percent of ownership: _____

If "Yes", your signature in Section 4 certifies that you did not establish this company to avoid the requirements of A.R.S. §38-503(C) relating to conflict of interest.

3. Do you work at this company? Yes No If "Yes", what is your position at the company?

4. Do you have a relative that **owns** all or part of this company? Yes No If "Yes", state their relationship to you.

5. Do you have a relative that **works** at this company? Yes No If "Yes", state their relationship to you.

B. If an Individual:

1. What goods or services may be provided by this Individual to the University?

2. What is the Individual's relationship to you? _____

*** Section 3: BUSINESS/INDIVIDUAL INFORMATION**

All information requested must be provided – incomplete forms will be returned.

Name of Company or Independent Contractor: _____

Address: _____ City: _____ State: _____ Zip: _____

TAX ID/SSN#: _____ Business Phone: (____) _____ Business Fax :(____) _____

Business Type: Does the business meet the Federal (S.B.A.) Small Business definition (FAR 19.001) and size standards (FAR 19.102)?

Yes No *If "YES," please "CHECK" one of the following:*

Small Business Small Disadvantaged Small Business Women-Owned Women-Owned Disadvantaged

Veteran Owned HUB Zone

ARIZONA VENDORS: Does the business meet the AZ Small Business definition of less than 100 employees or less than \$4,000,000 in gross receipts and company headquarters in Arizona? Yes No

If "YES," please "CHECK" one of the following: AZ Small AZ Women-Owned AZ Disadvantaged

AZ Disadvantaged Women-Owned

*** Section 4: EMPLOYEE CERTIFICATION**

I, _____ (your name here) understand that I must not participate by any means regarding The University of Arizona's decision relating to this substantial interest. "Not participate" means I must have no involvement in the decision making process and I must not communicate with anyone about the decision.

Further, I understand and acknowledge agreements between The University of Arizona and the business entity identified above are subject to audit by The University of Arizona or the State of Arizona pursuant to A.R.S. § 35-214.

Name of Employee (print or type): _____

Signature of Employee: _____ Date: _____

Please return completed form to: **University of Arizona**
Procurement & Contracting Services
Attn: Ted Nasser, Director
University Services Annex, Bldg. 300A
P. O. Box 210300
Tucson, Arizona 85721

Or

Fax # (520) 626-5428