

<p><b>TUCSON UNIFIED</b> SCHOOL DISTRICT</p> <p><b>GOVERNING BOARD <del>POLICY</del>EXHIBIT</b></p>	<p>EXHIBIT TITLE:</p> <p><b><u>Acknowledgement: Staff Ethics and Conflict of Interest</u></b></p>
	<p>EXHIBIT CODE: GBEAA-E</p>

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**Conflict of Interest Disclosure Pursuant to A.R.S. §§ 38-501 to 511**

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**(Instructions)**

1. Employees must file a Conflict of Interest Disclosure within five (5) calendar days after commencing work and at least annually thereafter, either identifying any conflict the employee or the employee's relative has or stating that the employee or the employee's relative has no conflict.
2. All Conflict of Interest Disclosures shall be kept on file at \_\_\_\_\_ [name District location].
3. It is the employee's responsibility to update and submit to both District Legal and Human Resources Departments within fifteen (15) calendar days of any new conflict arising after the date of the most recent Disclosure.

**STATEMENT OF CONFLICT**

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I, \_\_\_\_\_ (print name and Employee ID number) , do hereby indicate:

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- That I am presently an ~~officer~~ employee of the Tucson Unified School District.
- That I (or my relative[s]): \_\_\_\_\_ [Name and relationship to you] have a substantial interest in the contract, sale, purchase, ~~or service to or decision,~~ investigation, or other matter by the TUSD Governing Board as described below.
  - Identify the contract, sale, purchase, service, decision, investigation, or other matter in which you or your relative may have a "substantial interest" under A.R.S. §§ 38-501 to 511. (Use as much space as necessary).

- Describe the "substantial interest" referred to above. (Use as much space as necessary).

~~3. That I shall refrain from participating in any manner in my capacity as an employee of the Tucson Unified School District in such contract, sale, purchase, service to, or decision by the Governing Board unless specifically permitted to do so by law.~~

**STATEMENT OF DISQUALIFICATION**  
**To be completed if you have a conflict as identified above.**

To avoid any possible conflict of interest under A.R.S. §§ 38-501 to 511, I will refrain from participating in any manner in the matter identified above.

\_\_\_\_\_ Date \_\_\_\_\_ Signature

**STATEMENT OF NO CONFLICT**  
**To be completed only if you do not or your relative does not have a conflict of interest.**

I, \_\_\_\_\_ (print name and Employee ID number), do hereby indicate that I do not have, and non of my relatives has, a substantial interest in any contract, sale, purchase, service, decision, investigation, or other matter of the Tucson Unified School District.

\_\_\_\_\_ Date \_\_\_\_\_ Signature

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