

**ARIZONA WESTERN COLLEGE
DISCLOSURE OF SUBSTANTIAL INTEREST FORM
(Conflict of Interest)**

State law requires you to disclose any substantial interest¹ you or your relatives² have in any AWC vote, decision, contract, sale or purchase. An AWC employee must complete and submit this form annually and promptly when a new situation arises or may arise that requires disclosure. Failure to disclose can have serious consequences.

Identify the business, company, partnership or property (check appropriate box) in which you have the financial or ownership interest:

Name: _____ Phone: _____

Address: _____

Provide a full description of your financial or ownership interest: _____

If you or a relative has financial or ownership interest in an AWC matter, you understand that you may not participate in it in any way for any segment of AWC. For instance, if you or a relative is employed by, is sales representative for, or owns part of a business, you may not do any of the following on AWC's behalf:

- Participate in selecting a vendor for the goods or services supplied by the business
- Supervise the work of the business for AWC
- Participate in determining that AWC needs the types of goods or services supplied by the business
- Vote on or approve the award of a contract to the business
- Approve invoices from the business
- Participate in resolving any contract disputes between the business and AWC

Describe any current or future matters that AWC is or may be involved in that affect the interests you identified above: _____

In signing this form, I understand that there are criminal and civil penalties for violating the State of Arizona's laws relating to conflicts-of-interest.

CODE OF ETHICS

Because personnel making purchases constantly operate under pressure from conflicting sources, they must have a highly developed sense of professional ethics to resist those pressures and to serve their institutions in an honorable way. To strengthen ethical awareness and to provide guidelines for staff, the AWC Purchasing Department has implemented the following Code of Ethics as established by the National Association of Educational Buyers (NAEB) and revised by applicable State and Federal law:

1. Give first consideration to the objectives and policies of my institution.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. College personnel will not accept personal gifts or gratuities from any past, current or potential supplier of goods or services to the College. This includes, but is not limited to, meals or free merchandise with orders. Free or bonus goods received with orders will be turned in to Human Resources. Meals and giveaways that are offered to *all* attendees at trainings and seminars are acceptable.
4. All donations to the college must go through the AWC Foundation to be accepted.

**ARIZONA WESTERN COLLEGE
DISCLOSURE OF SUBSTANTIAL INTEREST FORM
(Conflict of Interest)**

5. Any gift or award to an employee by the college, of \$25 or more, is taxable as income. All cash or cash equivalent is taxable as income (i.e. gift cards, gift cert.)
6. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
7. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
8. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
9. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
10. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier, and/or be willing to submit any major controversies to arbitration or other third party for review, insofar as the established policies of my institution permit.
11. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
12. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purpose of promoting and developing sound business methods.
13. Foster fair, ethical and legal trade practices.

No Conflict of Interest exists for me at this time.

Signature: _____

Name: _____

Department: _____

Date: _____

Telephone: _____

RETURN COMPLETED FORM TO THE HUMAN RESOURCES DEPARTMENT

¹ **Substantial Interest Defined:** A "substantial interest" is any financial or ownership interest, direct or indirect, that isn't a "remote interest." For instance, employment by a firm creates a substantial interest. The situations that qualify as "remote interests" under law are very limited.

² **Persons Covered:** The law covers AWC officers and full-time, part-time and contract employees. Also, any substantial interest of these relatives will be attributed to you: spouse, child, grandchild, parent, grandparent, brother or sister – whole or half blood- and their spouses and parents, or a brother, sister or child of a spouse