

## Instructions for Conflict of Interest Questionnaire

According to Local Government Code, Chapter 176, a person or an agent of a person who contracts or seeks to contract for the sale or purchase of property, goods, or services with Kilgore Independent School District must file a completed Conflict of Interest Questionnaire with the Purchasing Department not later than the seventh business day after the date that the person begins contract discussions or negotiations with the District or submits to the District an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the District.

This Conflict of Interest Questionnaire must be filed annually by September 1 as long as the person or the agent of the person continues to contract or seek to contract for the sale or purchase of property, goods, or services with the District or not later than the 7<sup>th</sup> business day after the date the originally filed questionnaire becomes incomplete or inaccurate.

The completion of the Conflict of Interest Questionnaire is not needed if the person is an employee of a governmental entity and is acting in the employee's official capacity.

### Explanation of the Conflict of Interest Questionnaire

1. Name of person doing business with the District.
2. Check the box if you are filing an update to a previously filed questionnaire.
3. Name each employee or contractor of the District who makes recommendations to a District officer with respect to expenditures of money AND describe the affiliation or business relationship. **If no affiliation or business relationship exists, state "NONE."**

Examples:

If your spouse, parent, or child is the District's Director of Purchasing and a bid is being submitted to the Purchasing Department, this relationship must be reported.

If your spouse, parent, or child is the Principal at a School and your business may sell items directly to that school, this relationship must be reported.

If you or your spouse, parent, or child is in business with a District employee that would be making a recommendation concerning a purchase or sales transaction involving you, the relationship must be reported.

If you employ or do business with a spouse, parent, or child of a District employee that would be making a recommendation concerning a purchase or sales transaction involving you, the relationship must be reported.

If you are a District employee and would be making a recommendation concerning a purchase or sales transaction involving you, the relationship must be reported.

If your neighbor or friend is a District employee that would be making a

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recommendation concerning a purchase or sales transaction involving you and you feel that your relationship with this employee could affect their recommendation, this relationship must be reported.

If any other situation exists that would result in a conflict of interest, the relationship must be reported.

If your spouse, parent, or child is a teacher that does not make recommendations concerning purchasing or sales transactions, this relationship should not be reported.

If your spouse, parent, or child is a Principal at a School and a bid is being considered by a separate department such as Facilities Planning (Construction Department), this relationship should not be reported.

4. Name each District officer who appoints or employs the District officers for which this questionnaire is filed AND describe the affiliation or business relationship. If no affiliation or business relationship exists, state "NONE."

Example:

If you or your spouse, parent, or child is related to, employs, or is in business with a District officer or their spouse, parent, or child, this relationship must be reported.

5. Name of District officer with whom you have an affiliation or business relationship.

For each person listed under question #4, complete page 2. If answers to A, B, and C are NO, indicate the name of the District officer, but do not complete section D.

6. Sign and date this form.

Turn in the completed form to the Kilgore ISD Purchasing Department.

Kilgore Independent School District  
Attn: Purchasing Department  
Address: 301 N. Kilgore Street  
Kilgore, Texas 75662

Fax: (903)983-3212

If any disclosures are indicated under questions #3 or #4, the form will be posted on the District's website <http://www.kisd.org/purchasing>.

If you have any questions, please contact Beth Allen in the Purchasing Department at (903)988-3900 ext. 2032.