



HARRIS COUNTY DEPARTMENT OF EDUCATION

6300 IRVINGTON BLVD., HOUSTON, TEXAS 77022

### Conflict of Interest Disclosure - Budget Managers

**Note:** A budget manager is an individual that is authorized to approve purchase requests of any kind (i.e. grants, bids, requisitions, purchase authorizations, student activity, etc.) and/or is involved in any way in the procurement of any goods and services; and is also involved in the approval of transfers or amendments (i.e. principals, directors, supervisors, etc.)

**Failure to complete this form will prevent the employee from being authorized to approve any purchases within the HCDE.**

1. Have you accepted a **Cash Gratuity** (during duty and non duty periods) of any amount while representing HCDE? Yes \_\_\_ No \_\_\_ If yes, please explain and disclose from whom \_\_\_\_\_  
\_\_\_\_\_
2. Have you accepted any **Non-Cash Gratuities** that have a retail value of more than \$25.00 from a vendor this year? Yes\_\_\_ No\_\_\_ If yes, please explain and disclose from whom \_\_\_\_\_  
\_\_\_\_\_
3. If you answered 'Yes' to question #1 OR question #2, did you report it to your supervisor within 72 hours? Yes\_\_\_ No\_\_\_ Not Applicable \_\_\_ If no, explain \_\_\_\_\_  
\_\_\_\_\_
4. Do you own a business or have an interest in a company that **does business with HCDE**?  
Yes\_\_\_ No\_\_\_ If yes, disclose name of company and your interest in said company \_\_\_\_\_  
\_\_\_\_\_
5. Does **anyone in your family** (brother, sister, mother, father, daughter, son, grandparents, uncles, aunts, etc.) work for, or have an interest in, a vendor or company doing business with HCDE?  
Yes\_\_\_ No\_\_\_ If yes, disclose name of company and their interest in the outside company \_\_\_\_\_  
\_\_\_\_\_
6. **I Certify that the information above is true and correct to the best of my knowledge:**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

#### FOR BUSINESS SUPPORT SERVICES USE ONLY

Reviewed by Compliance Officer:

Authorized to participate in the purchasing process  
by Asst. Superintendent for Business Services:

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