





**CONFLICT OF INTEREST STATEMENT**

I, \_\_\_\_\_, the undersigned, hereby certify that the following statements are true and correct and that I understand and agree to be bound by the commitments contained herein. I am acting on my own accord and am not acting under duress. I am not currently employed by, nor am I receiving any compensation from, nor have I been the recipient of any present or future economic opportunity, employment, gift, loan, gratuity, special discount, trip, favor, or service in connection with this vendor in return for favorable consideration of this request.

Signature \_\_\_\_\_  
(Primary User)

Date: \_\_\_\_\_

**DEPARTMENT APPROVAL Dean/Chair/Business Officer**

*By signing below, the department certifies that the information submitted on this form has been reviewed and this purchase has departmental approval. The final determination of sole source approval shall be made by the Purchasing Office.*

Signature: \_\_\_\_\_  
(Dean/Department Head/Business Officer)

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_  
(Dean/Department Head/Business Officer)

\*Departmental Approver should be senior to the Primary User.

**PROCUREMENT APPROVAL TO BE FILLED OUT BY THE PURCHASING OFFICE**

DETERMINATION:

\_\_\_\_ Approved

\_\_\_\_ Not Approved

Rationale for determination/comments:

Signature: \_\_\_\_\_  
(Buyer)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_