



CONFLICT OF INTEREST POLICY

Approved By:	Senior Management Team
Date of Last Revision:	July 31, 2008
Responsible Office/Department:	Business & Finance

Policy Statement

Each employee must avoid incurring any kind of financial or personal obligation that might affect one's judgment in dealing for the University with outside firms or individuals. Each person must examine one's own activities and those of one's family to be sure that no condition exists that creates an embarrassing situation in respect to transactions of the University. When there is any question about a conflict of interest, even though it may not exist in actuality, the particular situation should be disclosed in writing and filed with the Human Resources Office.

Policy & Procedures

Conflicts of interest and impropriety must be avoided as best possible in the acquisition of goods and services.

A. A memo must be submitted with a Requisition justifying purchase from suppliers that represent conflicts of interest or impropriety. The Requisition must be approved by the appropriate authorized unit head.

B. The use of general funds for contributions to charitable organizations is not permitted.

C. The use of University funds for holiday parties and gratuities to employees, including student employees, is not permitted.