

#### 4.k Conflict of Interest Policy (employee)

Responsible Office	President's Office		
Effective	October 26, 2022		
Revised			
Last Reviewed			
Compliance	NWCCU 2.D.3		
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

**A. Budget officer**

A Budget officer shall fully disclose to the university the existence of any personal financial interest the budget officer has in any matter which comes before the university for discussion or action.

**B. Contracts with the University**

A budget officer shall not solicit or enter into any contract or agreement, either oral or written, with the University which involves a monetary consideration moving to the budget officer, or a member of the budget officer's household or any business owned or controlled by the budget officer and/or members of the budget officer's household, aggregating in excess of \$5,000.00 over the expected term of the agreement unless:

1. There has been a full disclosure of the budget officer's financial interest in said transaction (s) and,
2. The transaction has been approved by the business office and the President.

**C. Activities outside the University**

All university employees must disclose outside employment, board membership, consulting, self-employment, or any other apparent conflicts of interest.

**D. Bid Solicitations by the University**

Nothing in this policy shall prohibit a university employee, or any business owned or controlled by a university employee or a member of a university employee household, from submitting a response, estimate or bid to the University in response to a request for proposals, estimates or formal bids made by the University to the public generally or on an invitation basis, provided the policy established by "A" above is strictly observed.

**Related Documents**

Conflict of Interest Form