## ANCHORAGE SCHOOL DISTRICT Conflict Of Interest Application Procedures

**Request for Waiver (Form A)** applications must be filed when an ASD employee/Board Member owns a sole proprietorship, or is a partner in a partnership, or is an officer, director, major shareholder (five percent (5%) or more of the outstanding shares) or has management control in a corporation that wishes to do business with the Anchorage School District.

 The employee requesting the waiver will read and understand the provisions of <u>Board Policy</u> 3311 and Administrative Requirement 3311.1(e) and <u>Municipal</u> <u>Code</u> Chapter 1.15 Code of Ethics in their entirety.

## ANCHORAGE SCHOOL DISTRICT PURCHASING/WAREHOUSE DEPARTMENT 4919 Van Buren Street, Anchorage, Alaska 99517-3137 Phone: (907) 742-8621

REQUEST FOR WAIVER (Form A) From Anchorage School Board Conflict of Interest Policy							
Applicant: [Board Member / ASD Employee]	Mailing Address:						
Position:	(City, State, Zip)						
School/Dept:	Work Phone #:						
Date Submitted:	Email:						

Check box that applies:

- 1. \_\_\_\_ A part-time employee (includes substitute and temporary employees).
- 2. \_\_\_\_ A full-time employee who wishes to submit a bid, proposal, or quotation for a contract for the providing of goods or services which are outside the area of that employee's trade or profession and which would not interfere with the performance of that employee's job.
- 3. \_\_\_\_ A full-time employee who wishes to submit a bid, proposal, or quotation or a contract to be performed at a time other than during a period of employment (for example, summertime work by a certified employee).
- 4. \_\_\_\_ A school board member.

I request a waiver from the School Board's Conflict of Interest Policy so that I may submit a competitive bid, proposal, or quotation to provide the following goods or services to the School District, which is not in conflict with my job responsibilities, as defined in Board Policy 3311 and Administrative Requirement 3311.1(e).

Describe the nature, type, and extent of goods or services to be provided or nature of work to be performed:

<b>Name of business</b> in which bid, proposal or quotation will be submitted:		
Address of business:		
Business phone number:		
Alaska Business License number:		
Type of Business: Sole Proprietor	Partnership	Corporation
Applicant's interest or position in business:		
Percentage of financial interest in business:	<u>%</u>	

I certify that I have read and understand the provisions of Board Policy Section AR 3311.1(e) Ethics and Conflicts of Interest and Municipal Code Chapter 1.15 Code of Ethics in their entirety. This includes AR 3311.1(e).2 "A waiver may not be granted, and a contract award may not be made, if any of the following conditions exist: 1. The employee or a member of his or her immediate family works for the department awarding or administering the contract; 2. The employee or a member of his or her immediate family would, in the performance of official duties, take any action with respect to the solicitation, award, or administration of the contract; 3. The employee in fact or appearance attempts to influence the award."

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Date

STATE OF ALASKA ) THIRD JUDICIAL DISTRICT ) SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_

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(year)

(month)