

**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.

1. The employee requesting the waiver will read and understand the provisions of [Board Policy](#) 3311 and Administrative Requirement 3311.1(e) and [Municipal Code](#) 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:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of business** 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:

\_\_\_\_\_ %

