



# Heber-Overgaard Schools

“Home of the Mustangs”

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[www.heberovergaardschools.org](http://www.heberovergaardschools.org)

## Conflict of Interest Disclosure Form

Employee Name: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
School/Department: \_\_\_\_\_  
Date: \_\_\_\_\_

### Section A: Statement of Statutory Requirement

In accordance with Arizona Revised Statutes §§ 38-501 through 38-511, all public officers and employees must disclose any *substantial interest* they or their relatives have in a contract, purchase, sale, service arrangement or decision being made by the District. “Relative” includes spouses, children, parents, grandparents, siblings (whole or half), their spouses, and certain in-law relationships. A “substantial interest” is a direct or indirect pecuniary or proprietary interest (except a remote interest). Employees must refrain from participating in any decision in which the employee or a relative has a substantial interest. The disclosure must be filed in the official records of the District.

### Section B: Disclosure of Potential Conflicts

Please list any actual, potential, or perceived conflicts of interest you may have. Include relationships, job titles, contracts, vendors, decisions, or any other matters that could give rise to a conflict.

#	Type of Interest (contract, vendor, decision, employment, etc.)	Name of Relative or Person with Interest	Relationship to Employee	Nature of Interest (describe briefly)	Action Required (e.g., recusal from decision)
1					
2					
3					

If none, write “None”.

### Section C: Certification

I certify that the information provided above is true and correct to the best of my knowledge. I agree to promptly update this disclosure if new circumstances arise during the year that could create a conflict of interest.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section D: For District Use Only

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Filed in official district records ( Yes)  
Recommended action: \_\_\_\_\_  
Supervisor/Administrator Review: \_\_\_\_\_