

CENTRAL ARIZONA COLLEGE  
DISCLOSURE OF SUBSTANTIAL INTEREST  
(CONFLICT OF INTEREST)

Arizona Revised Statutes (Section 38-503) require the disclosure of any substantial interest by an employee or relative of an employee in any contract, sale, purchase, or service by or to Pinal County Community College District. If such an interest exists the employee shall refrain from participating in any manner as an employee in such contract, sale, purchase or service. An employee who has or whose relative has a substantial interest in a business or service may supply equipment, material, supplies or services to the District provided the interest is disclosed in a special file or in the District's Governing Board's minutes and provided the contract is let pursuant to public competitive bidding.

Any employee who has or whose relative has a substantial interest (see reverse for definitions of relative or substantial interest) shall make known that interest by completing the Disclosure Statement below which shall be kept in a special file maintained by the District and which shall be open to the public. **IT IS THE RESPONSIBILITY OF EACH EMPLOYEE TO KEEP THE DISCLOSURE STATEMENT CURRENT.**

**DISCLOSURE STATEMENT**

**NAME** \_\_\_\_\_

I understand that I have a continuing responsibility to observe and adhere to the Arizona Revised Statutes concerning Conflict of Interest, and that this disclosure is an official record of Pinal County Community College District and open to public inspection. I understand that I may not participate in any manner as an employee of the District in any matter or decision in which I, or any of my relatives, have a substantial interest. I further understand that I may not contract to supply any goods or services to the District except after successful competitive bidding.

The ownership, employment, public, or private affiliation, or other relationship held by me and/or my relatives which may engage in any contract, sale, purchase of goods, or services to/from the District is fully disclosed below.

Description and name of outside business or activity and relationship:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I acknowledge the representations above to be accurate and complete. I will complete a new Disclosure statement upon request from the District. I will also complete a new Disclosure Statement if any events require a modification to the disclosures made above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## DEFINITIONS

- I. RELATIVE – If a relative of yours has a conflict of interest, you are also considered as having the same conflict of interest. Relative are defined to include spouse, children, grandchildren, parents, grandparents, brothers and sisters, half brothers and half sisters, mothers-in-law, fathers-in-law, brothers-in-law, sisters-in-law, children of the spouse of the employee and spouses of brothers, sisters, half brothers, and half sisters.
  
- II. SUBSTANTIAL INTEREST – A substantial interest in any pecuniary (monetary) or proprietary interest, either direct or indirect, EXCEPT for the following:
  1. That of a non-salaried officer of a non-profit corporation.
  2. That of a landlord or tenant of the contracting party.
  3. That of an attorney of a contracting party.
  4. That of a member of a nonprofit cooperative marketing association.
  5. The ownership of less than 3% of the shares of a corporation for profit provided that the total annual income from dividends, including the value of stock dividends, from the corporation does not exceed 5% of the total annual income of such officer or employee and any other payments made to him/her by the corporation do not exceed 5% of his/her total annual income.
  6. That of a public officer or employee in being reimbursed for his actual and necessary expenses incurred in the performance of official duty.
  7. That of a recipient of services generally provided by the Board or College on the same basis as if to any member of the public.
  8. That of a public officer or employee, or that of a relative of a public officer or employee, unless the contract or decision involved would confer a direct economic benefit or detriment upon the officer, employee, or his relative, of any of the following:
    - a. Another political subdivision.
    - b. A public agency of another political subdivision.
    - c. A public agency except if it is the same governmental entity.
    - d. That of a member of a trade, business, occupation, profession, or class of persons which is not greater than the interest of the other members of that similar group.