

Utah State Board of Education (USBE)  
Conflict of Interest Clearance Form

CONFIDENTIAL INFORMATION: Information disclosed herein is for confidential administrative use only and will not be discussed outside of the chain of command. Signatures attest reading and understanding of USBE Internal Policy 04-05. Conflicts of Interest, and U.C.A. 67-16-1 et seq.

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Section I – Employee

I, \_\_\_\_\_, hereby declare that I am involved in the following activity (employment, membership, business venture, etc.) which I feel does not constitute a conflict of interest for the reason(s) indicated:

Where possible conflicts of interest may exist, I will take the following steps to insure that no conflict occurs:

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Signature

Date

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Section II – Supervisor

agree

I have read the above and \_\_\_\_\_ that it appears no conflict of interest exists.

disagree

Comments or restrictions assuring such a conflict cannot occur:

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Immediate Supervisor

Date

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Section III – HR Field Office Manager or Admin Director

agree

I have read the above and \_\_\_\_\_ that it appears no conflict of interest exists.

disagree

Comments or restrictions assuring such a conflict cannot occur:

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Field Office HR Manager / Admin Director

Date