

Associated School Boards of South Dakota	NEPN Code: AH-E(1)
Policy Reference Manual	

**CONFLICT OF INTEREST DISCLOSURE**

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

Name of the School Official submitting the conflict of interest disclosure:

\_\_\_\_\_

The disclosure is for the purpose of notifying the School Board of  
 \_\_\_\_\_ an interest in a contract  
 \_\_\_\_\_ a direct benefit from a contract:

Identify the following:

- (1) all parties to the contract
- (2) the person's role in the contract
- (3) the purpose(s)/objective(s) of the contract
- (4) the consideration or benefit conferred or agreed to be conferred upon each party
- (5) the length of time of the contract
- (6) any other relevant information

If the disclosure relates to the School Official deriving a direct benefit from a contract, explain how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the school board.

Signature of School Official: \_\_\_\_\_

**THIS IS A PUBLIC DOCUMENT**

Adopted: 6/28/2016 Revised: 5/16/2017 Reviewed:
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*ASBSD sample exhibits are intended to be a guide for school districts. As is the case with any exhibit, a local school district's unique circumstances, challenges and opportunities need to be considered.*