

**CONFLICT OF INTEREST CERTIFICATION FORM**  
**UPDATE FORM**

In conformity with Youngstown State University Policy [3356-7-01 Conflicts of Interest](#), all employees authorized to make or influence purchasing decisions must certify the fact that they understand and are in compliance with the Policy. Employees also must disclose the names of all vendors with whom the **University** does business **and** with whom the **employee**, the **employee's family member** or the **employee's business associate** has a financial interest, regardless of whether the employee actually makes the purchase or not. The ethics laws may permit purchases from such a vendor, however the employee must first disclose the relationship with the vendor. If such a disclosure is made, Procurement Services may initiate a discussion with the employee to determine the parameters for the employee and the University.

I, \_\_\_\_\_, representing \_\_\_\_\_,  
(please print name) (department / college /division)

have and will adhere to Guidebook Policy Number [3356-7-01](#) during the fiscal year **July 1, 20** \_ **through June 30, 20** in the conduct of business with University vendors. I am identifying below all vendors with whom I have a business or familial relationship.

I have no business or familial relationship as stated above with any vendors.

I have a familial relationship as stated above with the below vendors. Please describe whether you hold a financial or fiduciary interest in the company.

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I have a business relationship with the below vendors which includes having an ownership interest in the company, defined as holding more than 5% stock in the company or holding a fiduciary position in the company.

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All employees are to avoid conflicts of interest and conflicts of commitment in the conduct of University business. **Employees are required to update this Conflict of Interest Certification Form should their individual circumstances change.** This form is available on the [Controller's Office Forms webpage](#) and should be used for interim changes during the fiscal year. A copy of the Ohio Ethics Law can be found on the [Ohio Ethics Law Overview webpage](#).

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

Please return the **ORIGINAL** signed form to Controller's Office, Jones Hall  
Revised 11/2/2017