



VENDOR
CONFLICT OF INTEREST DISCLOSURE STATEMENT

VENDOR Name: _____

Disclosure and Abstention Requirements

Any vendor that plans to submit a contract and/or proposal, with an amount of \$250,000 or above, is required to complete and sign the Conflict of Interest Disclosure Statement (“Statement”). By signing the Statement, the vendor is certifying the vendor has read this statement and agrees to comply with it. Such signed statement shall be maintained in the Controller’s Office.

Prior to engaging in a transaction with the College, the vendor shall disclose any interest either personal or financial, whether direct or indirect, which would conflict or reasonably give the appearance of conflicting with the interests of the College. Such vendor shall disclose that interest in writing to the Controller’s Office. The vendor shall refrain from influencing any trustee, officer or other employee of the college with respect to the decision or transaction, and shall not be present for the discussion and final decision on the matter.

Note that any disclosure does not preclude the vendor from doing business with Albright College.

Process for Considering Potential Conflicts

Upon the identification of a potential conflict by self-disclosure or identification by a vendor of the college, or other third party, the following procedure will be followed:

- A) The potential conflict of interest shall be communicated in writing to the Controller’s Office who shall notify the Department or Division requesting the purchase in a timely manner.
- B) The Controller shall determine whether the transaction or relationship merits further analysis or shall be prohibited per se, and shall communicate its decision in writing to the Department or Division requesting the purchase and the vendor.
- C) The conflicted vendor of the College may appeal the decision of the Controller to the Vice President of Finance and Strategic Partnerships. The Vice President of Finance and Strategic Partnerships shall make a judgment and communicate its decision to the conflicted vendor of the College. The conflicted vendor of the College may appeal the decision of the Vice President of Finance and Strategic Partnerships to the President; the President’s decision is final.
- D) The final decision shall be provided to the vendor and the requesting Department or Division in writing.

Disclosures

I acknowledge that it is my responsibility, as a vendor or potential vendor of Albright College to disclose potential or perceived conflict of interest either personal or financial, whether direct or indirect.

This statement is intended to provide full and complete disclosure of any existing or potential Conflict of Interest and does not rely on a strict interpretation of the language of the Statement to limit disclosure. The disclosure required under the Statement relates not only to me, but also covers any direct or indirect benefit received by me or by a Family Member or by any business, firm, or organization in which I am a director, officer, employee, or through which I receive any financial benefit, as defined in the Statement and/or herein. I recognize that I have a responsibly under the Statement and this Disclosure document to advise the Controller’s Office of any significant changes.

1. Are you aware of any relationships between the College and yourself or any related party of yours, as defined by the letter or spirit of the College’s Statement and the above information that may represent a conflict of interest?

_____ Yes _____ No

If yes, please list or elaborate on such relationships and state the details of the actual or potential financial benefit as you can best estimate them.

2. Have you or any related party of yours had any material interest (10% or greater), direct or indirect, in any transaction to which Albright College was, or will be, party?

_____ Yes _____ No

If yes, please define transaction and explain the details as you can best estimate them.

3. Have you or any related party of yours held a material financial interest (10% or greater) in any outside firm that does business with the College?

_____ Yes _____ No

If yes, please list the name of company and define the material financial interest as you can best estimate.

I certify that the foregoing information is true and complete to the best of my knowledge and belief. I agree to disclose any such interest that may occur in the future.

Signature

Date

Please return to:
Albright College – Attn: Controller’s Office, P.O. Box 15234, Reading, PA 19612-5234
Or email to: accountspayable@albright.edu and your contract for the contract/RPF
Subject: Conflict of Interest - VENDOR