



Employee Attestation of Conflict of Interest

As a public institution of the State of Michigan, Michigan State University (MSU) has established policies and procedures for reviewing and addressing conflicts of interest between MSU employees and suppliers and otherwise ensuring compliance with state and federal law.

As part of this process, employees named as a potential conflict of interest by a supplier are required to disclose their financial interest with the supplier to MSU for appropriate review and disposition. Examples include, without limitation: having an ownership interest in the supplier; being a partner, member, officer, director, or employee of the supplier; owning more than 1% of outstanding stock of a supplier that is a private corporation; or being a beneficiary or trustee of a trust that is a supplier.

Your failure to complete and return this disclosure form may result in the university's inability to do business with the supplier.

Your obligation with regard to the disclosure of conflicts of interest is ongoing, therefore we ask that you promptly notify us should you become aware of any potential conflict following the submission of this form. At MSU's discretion you may be asked to update this information periodically.

Supplier name: _____

MSU Vendor #: _____

Please select the appropriate statement:

- I DO NOT have a financial interest¹ in the Supplier named above.
- I DO have a financial interest¹ in the Supplier named above, in the following category(ies):
 - Ownership interest
 - Partner, member, officer, director, or employee
 - Beneficiary or trustee of trust
 - Own 1%+ of outstanding stock of a private corporation
 - Other: _____

Please describe the relationship you have with the supplier.

By signing below, I affirm that these statements are true and correct. Each party agrees that an electronic signature, whether digital or encrypted, is intended to authenticate this writing and has the same force and effect as a manual signature.

Signature: _____

Date: _____

Name: _____

MSU NetID: _____

¹ Financial interests include, but are not limited to, compensation such as income; consulting fees; honoraria; royalties; an interest in a business consisting of stocks, stock options, private equity, membership in an LLC, partnership in an LLP, or other similar ownership interest (excluding any interest arising solely from a pension, mutual fund, or other investment fund in which the person does not exercise control); or any other form of compensation from the supplier.