

# University of Houston System

## Related-Party Disclosure Form

Annual Statement Regarding Related-Party Interests And  
Other Activities Which May Represent Potential Conflicts of Interest

### **POLICY:**

The University of Houston System policy provides that every member of the faculty and staff of the University of Houston System who has authority to initiate purchase orders or influence purchasing decisions shall, on an annual basis, confirm his or her knowledge of the University of Houston System's policy regarding related-party interests and shall disclose any applicable business or personal relationships, together with other activities which could be perceived as conflicts of interest. In accordance with University of Houston System policy, department chairmen and the Chancellor shall review the disclosures and inform any faculty or staff member whose outside activity or relationship represents or is believed to represent a conflict of interest. (Refer to Administrative Memoranda 02.A.09 and 02.A.10.)

### **STATEMENT:**

I have read the University of Houston System policy regarding disclosure of related-party interests and understand my responsibility to disclose such activities and relationships. Except as described below, to the best of my knowledge, within the past year neither I nor any close member of my family have had any related-party transactions or relationships. In addition, except as described below, I am not involved in, nor aware of the involvement of other faculty or staff in any activities or organizations which are related-party transactions or relationships.

### **EXCEPTIONS:**

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Please print. (Last Name)

(First Name)

(M.I.)

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(Signature)

(Date)