UNIVERSITY OF CALIFORNIA SANTA CRUZ
EMPLOYEE-VENDOR RELATIONSHIP DISCLOSURE FORM

INSTRUCTIONS: This form must be reviewed AND approved by the Director of Materiel Management or Designee prior to any purchase or rental of goods or services from:

- a University Employee with Teaching or Research responsibilities or from a business in which an Employee with Teaching or Research responsibilities owns a 10% or greater interest
- a Near-Relative of a University Employee or from a business in which a Near-Relative owns a 10% or greater interest.

PART 1 – BASIC INFORMATION: To be completed by the Unit proposing to purchase goods/services from a teaching or research employee or from near-relative of a UC employee.

Unit requesting goods/services	Name of Unit contact person	Phone
Name of Proposed Vendor	$ Estimated Cost	Date goods/services are needed

TEACHING OR RESEARCH EMPLOYEE 1) proposes to rent, sell, or provide goods/services to the University or **2)** owns or controls more than 10% interest in a business which proposes to rent, sell, or provide goods/services to the University.

NEAR-RELATIVE OF AN EMPLOYEE 1) proposes to rent, sell, or provide goods or services to the University or **2)** owns or controls more than 10% interest in a business which proposes to rent, sell, or provide goods/services to the University

Describe the goods or services proposed:

If services are being proposed:
Will an Employer-Employee relationship result if the service is provided by a teaching or research employee?

☐ YES If ***YES***, do not continue with this form. Contact the divisional academic personnel office for information on additional compensation policies.

☐ NO If ***NO***, continue.

Are the services to be provided the same as or similar to duties normally expected of the teaching or research employee?

☐ YES If ***YES***, do not continue with this form. Contact the divisional academic personnel office for information on additional compensation policies.

☐ NO If ***NO***, continue.

Describe **how** and **by whom** the proposed vendor was selected?

Are these goods and/or services available commercially or from University's own facilities? YES ☐ NO ☐
If ***YES***, what are the reasons for purchasing the goods/services from the faculty member or the near-relative of a university employee?

PART 2 – UC EMPLOYEE CERTIFICATION: To be completed by the UC teaching or research employee who is the proposed vendor **OR** by the UC employee whose near-relative is the proposed vendor.

Employee's name	Employee's unit	Employee's title

Employee's University duties: _____

Name of employee-owned business (if applicable)	Percent of employee's ownership in business

Complete this section if your **near-relative** 1) proposes to rent/sell goods or to provide services to the University OR 2) owns or controls more than 10% interest in a business which proposes to rent or sell goods or to provide services to the University.

Name of near-relative	Near-relative's relationship to Employee	Name of near-relative's business

If the employee *is* the vendor: I certify that no University time, material, equipment or facilities have been or will be used in connection with any resulting purchase order or contract.

If employee is *related* to the vendor: I certify that I have not or will not make, influence, participate, or be involved in any way, in the making of the University's decision to purchase the above goods or services from the Proposed Vendor.

Employee signature:_____Name:_____Date:_____

PART 3 – PURCHASING DETERMINATION: Vendor may not provide goods or services unless reviewed and approved by the Director of Materiel Management or Designee.

Requestor:	Director of Materiel Management or Designee:
Signature Date	Signature Date