

MEMORANDUM

TO: Charles F. Robinson, Chancellor

THROUGH: Terry Martin, Provost and Executive Vice Chancellor for Academic Affairs

FROM: [Dean of College]

RE: Potential Conflict of Interest

 University of Arkansas Board of Trustees Policy 330.1 provides that the University shall not, without approval of the Chancellor, enter into a contract with a current or former state employee, or the immediate family member thereof, or any entity in which such a person holds any position of control or holds an ownership interest of 10 percent or greater.

 Accordingly, presented for your review and approval is a proposed purchase order for

$ [total cost] to [supplier name] solely owned by [Mr./Ms.\_\_\_\_\_\_\_\_\_\_] who is a twelve-month fully appointed [faculty/staff] member in the Department of [dept name].

 [Supplier name] is the only distributor of [goods/services] in Arkansas, with the next closest distributors in Texas, Louisiana, and Tennessee. The price being offered by [Mr./Ms.\_\_\_\_\_\_\_\_\_] is approximately 5% less than the price offered by the other distributors in this region contacted by the Department. The [goods/services] being ordered/offered are needed for a study being conducted by [Dr. ], whose grant depends on him beginning the research by [date]. The [goods/services] are needed for equipment that the Department already owns. Substitutions will not work.

 [Dr. ] is initiating this purchase. [Mr./Ms.\_\_\_\_\_\_\_\_\_] works in the department that will purchase the devices but [Dr. ] is not [Mr./Ms.\_\_\_\_\_\_\_\_\_\_]‘s supervisor. Moreover, [Mr./Ms.\_\_\_\_\_\_\_\_\_\_] does not have purchasing authority.

Please indicate your preferred action in the space below.

 Approve this proposed purchase.

 Disapprove this proposed purchase.

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 Charles F. Robinson

 Chancellor

 Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachments

c: General Counsel