University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
PROCUREMENT SERVICE CENTER

Conflict of Interest Evaluation (COI)

Purpose:
Required when a conflict of interest related to the purchase of goods or services is known or suspected. Completed by an individual at the level of department chair or above who is in a supervisory position to the individual whose conflict is being evaluated.

Reference the Administrative Policy Statement (APS) Fiscal Code of Ethics and the University of Colorado Procurement Rules.

GENERAL INFORMATION

Today's Date:	
Requisition #:	
Requesting Department:	
Name of Person whose Conflict is being Evaluated:	
Title of Person whose Conflict is being Evaluated:	

CONTACT INFORMATION (Person completing form. This person must be at the level of department chair or above and must be in a supervisory position to the individual whose conflict is being evaluated.)

Name:	
Title:	
Campus Phone:	
Campus Fax:	
Email Address:	

KNOWN/SUSPECTED CONFLICT OF INTEREST

DESCRIPTION OF SITUATION *Describe the conflict of interest situation.*	

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CERTIFICATION (By signing below, contact person certifies that the following statements are true.)

- I have read or am familiar with the Administrative Policy Statement Fiscal Code of Ethics and the University of Colorado Procurement Rules;
- I am at the level of department chair or above and I am in a supervisory position to the individual whose conflict is being evaluated;
- I am aware of the conflict of interest and do not view it as affecting proper decision-making processes at the University; and,
- I believe that the goods or services should be purchased from the source at issue.

APPROVAL

Signature: _____ *Date:* _____

PROCUREMENT SERVICE CENTER USE ONLY

Purchasing Agent Signature: _____ *Date:* _____

_____

Associate Vice President & Chief Procurement Officer Signature *Date*

For purchases of $10,000 or less: Submit the signed and completed form to the PSC via the small dollar contract request form.

For purchases over $10,000: Submit the signed and completed form to the PSC via the purchase requisition form.