



Jackson Community College
Department Chair – Conflict of Interest Questionnaire

The Employee Conflict of Interest Policy was approved by President’s Council in April, 2005. A copy of the policy is attached.

This policy requires that employees in a position to authorize or substantially influence business transactions with the College file a statement with the Legal Affairs Office regarding conflict of interest information.

The following questions are to be answered by department chairs who are in charge of one or more cost activity centers contained in the College Operating Budget.

1. Have you, directly or indirectly, concluded any business transactions or influenced any purchase made on behalf of the College in the past year, from which you or a member of your immediate family personally benefited, except as an employee of the College?

No Yes If yes, please explain full details on a separate sheet of paper.

2. Have you or any member of your immediate family accepted any item of value from persons or firms conducting business with the College during the past year, other than of a natural or ordinary social courtesy?

No Yes If yes, please explain full details on a separate sheet of paper.

3. Do you have knowledge of any proposed transaction during the coming year, which may place you in conflict with the Employee Conflict of Interest policy?

No Yes If yes, please explain full details on a separate sheet of paper.

4. Are you a director, employee or agent of any business entity, which, during the performance of your duties with that agency, might place you in a position of being in conflict with the policy?

No Yes If yes, please explain full details on a separate sheet of paper.

Date

Signature

Print Name