

CONFLICT OF INTEREST CERTIFICATION

It is essential that all persons authorized to purchase or who have influence in the procurement process avoid not only behavior which involves a real conflict of interest, but also any appearance, however remote, of using affiliation with the University as a means of furthering personal interests. Accordingly, certain ground rules apply to all employees in dealing with suppliers and contractors that do, or could, provide goods and services to the University.

The following policy applies to all employees of the University of Pittsburgh who may have influence in the procurement decision-making process or who have been delegated contracting/commitment authority:

1. Each employee shall devote his time and energy to the business of the University of Pittsburgh and shall not become connected, directly or indirectly, with any company or organization doing or seeking to do business with the University, except with the written consent of the Director, Purchasing Services Department.
2. No employee shall request or accept gifts, entertainment or any other personal favor, for himself or any member of his family, from any person or organization with whom or with which the University has, may have or is likely to have any business dealings.
3. Each employee is required to disclose any outside activities or interests that conflict or suggest a potential conflict with the best interests of the University of Pittsburgh.
4. No employee shall engage, directly or indirectly, either during or after his employment, in any personal financial transaction which relies primarily upon any confidential or financial information obtained by him as a result of his employment, unless the written consent of the Director, Purchasing Services Department has first been obtained.

CERTIFICATE

I, _____, have read and understand the policy on conflict of interest set forth above and agree to comply therewith. I affirm that to the best of my knowledge and belief, I am not involved in any activity and have no outside interests that conflict or suggest a potential conflict with the best interests of the University of Pittsburgh, except as follows:

1. Description of other interests:

2. Description of relevant outside activity:

During the term of my employment, I agree to report promptly to the Director, Purchasing Services Department any future situation that might involve or appear to involve me in any conflict of interest.

Dated: _____, 20_____
(Signature) _____