

**UPDATE NOTIFICATION
CONFLICT OF INTEREST ATTESTMENT FORM**

In conformity with Youngstown State University Policy (*University Guidebook Policy Number 7001.01*), all Financial Managers with signature authority on University accounts must attest to the fact that their dealings with outside vendors have been at “arm’s length” and, if not, explain any exceptions. These forms will be kept on file in Financial Services.

I, _____, representing _____,
(please print name) (department / college / division)

attest to the absence of any financial or other interest with vendors that might interfere with an “arm’s length” business relationship or adversely influence my objectivity in making purchasing recommendations or actual purchases on behalf of Youngstown State University in the current fiscal year **July 1, _____, through June 30, _____.**

Without exception.

Exception as described below.

All employees are to avoid conflicts of interest and conflicts of commitment in the conduct of University business. **Employees are required to update this Conflict of Interest Attestment Form should their individual circumstances change. The update notification form is available at <http://www.yosu.edu/vpadmin/> for interim changes.**

SIGNED: _____

TITLE: _____

DATE: _____

*(Please return this form to the Office of the
Executive Director of Financial Services in Jones Hall.)*