



Supplier Disclosure of Conflict of Interest

As a public institution of the State of Michigan, Michigan State University (MSU) has established policies and procedures for reviewing and addressing conflicts of interest between MSU employees and suppliers and otherwise ensuring compliance with state and federal law.

As part of this process, you, the Supplier, are asked to disclose any and all potential conflicts of interest to MSU for appropriate review and disposition. Examples include, without limitation, an MSU employee having an ownership interest in your business, your business being owned by a relative of an MSU employee, and an MSU employee being an employee, officer, or director of your business.

Your failure to complete and return this disclosure form may result in a delay of payment, the termination of your contract and/or suspension of your status as a responsive and responsible provider of goods or services to MSU.

Your obligation with regard to the disclosure of conflicts of interest is ongoing, therefore we ask that you promptly notify us should you become aware of any potential conflict following the submission of this form. At MSU's discretion you may be asked to update this information periodically.

Supplier name: _____

Contact name: _____

Street address: _____

Phone number: _____

City, state, zip: _____

Email: _____

MSU Vendor ID (if known) #: _____

Please select the appropriate statement:

- ☐ To the best of my knowledge, I AM NOT aware of any relationship between the Supplier and a current MSU employee.
- ☐ I AM aware of a relationship between the Supplier and a current MSU employee.

Employee name: _____

Nature of relationship: _____

By signing below, I represent and affirm that I have proper authority to act on behalf of the Supplier and that these statements are true and correct to the best of my knowledge. Each party agrees that an electronic signature, whether digital or encrypted, is intended to authenticate this writing and has the same force and effect as a manual signature.

Signature

Printed name and title of signer

Date