



Conflict of Interest MSU Information

Overview: This form is designed to obtain additional information from the university's perspective about a potential conflict of interest to determine if the conflict rises to a true conflict of interest in this specific scenario.

Potentially conflicted MSU employee

Employee name: _____

Job title: _____ Work location: _____

Department: _____

Is this the department the purchase is for? ☐ Yes ☐ No (purchasing department: _____)

Role in making the decision to hire the vendor: _____

Vendor: _____ Employee relationship with vendor: _____

Does the employee have a financial stake in the vendor? ☐ Yes ☐ No

Does the employee stand to make a financial gain (direct or indirect) from their vendor relationship? ☐ Yes ☐ No

Is there an expectation for multiple years of business with this vendor? ☐ Yes (number of years: _____) ☐ No

MSU decision maker

The person that determined the vendor and will be responsible for purchasing the good/service

Employee name: _____

Job title: _____ Work location: _____

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Vendor is a former MSU employee: ☐ Yes (date of separation from MSU: _____) ☐ No

There is history of MSU business with the vendor: ☐ Yes (number of years: _____) ☐ No

Relationship of potentially conflicted employee with purchasing department: _____

Conflict rises to level of a true COI: ☐ Yes ☐ No

Reviewed by: _____ Date: _____