



Employee Attestation of Decision Influence or Authority

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, requestors are required to disclose the role of any conflicted employee in the purchase decision process. Failure to complete and return this disclosure form may result in the university's inability to do business with the supplier.

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.

Definitions:

Conflicted Employee: a university employee that has a known relationship with the supplier

Decision Maker: the university employee responsible for the selection of product, service, and/or supplier from a stakeholder perspective

Conflicted Employee name: _____

MSU NetID: _____

Please select the appropriate statement:

- ☐ The Conflicted Employee named above IS NOT in a position to make nor influence a procurement decision related to this transaction. Influence may include but is not limited to: familial relation to the Decision Maker or authority over the Decision Maker (named below).

Decision Maker name: _____

MSU NetID: _____

- ☐ The Conflicted Employee named above IS in a position to make a procurement decision related to this transaction.

Nature of position: _____

By signing below, I affirm that these statements are true and correct. 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: _____

Date: _____

Name: _____

MSU NetID: _____