

Vendor Conflict of Interest Disclosure Template

This disclosure form must be completed by all vendors, contractors, and service providers. The purpose of this form is to identify and address any potential, actual, or perceived conflicts of interest between the vendor and the organization.

Section 1: Vendor Information

Vendor/Company Name:	<input type="text"/>
Authorized Representative Name:	<input type="text"/>
Title/Position:	<input type="text"/>
Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>

Section 2: Disclosure Questionnaire

Please answer the following questions by typing **YES** or **NO** in the space provided. If you answer YES to any question, provide details in Section 3.

No.	Question	Answer (YES / NO)
1	Are you, or any of your officers, partners, owners, or key employees, related to any employee, officer, or board member of our organization?	<input type="text"/>
2	Do you, or any of your officers, partners, owners, or key employees, have a direct or indirect financial interest in our organization, or with any of its employees?	<input type="text"/>
3	Has any employee, officer, or board member of our organization received, or been promised, any financial benefit, gift, favor, or service from your company within the past 12 months?	<input type="text"/>
4	Is there any other circumstance, relationship, or interest that could create a potential, actual, or perceived conflict of interest?	<input type="text"/>

Section 3: Explanation of Potential Conflicts

If you answered "YES" to any of the questions above, please provide a detailed explanation below (including names, relationships, and nature of the interest/conflict):

Section 4: Certification and Signature

By signing below, I certify that the information provided in this disclosure form is true, accurate, and complete to the best of my knowledge. I agree to immediately notify the organization in writing of any changes to the information provided above.

Authorized Representative Signature: _____

Printed Name:

Title:

Date (MM/DD/YYYY):