

**Notice to Vendors**  
**Conflict of Interest Disclosure Statements**  
**Texas Local Government Code, Chapter 176**

Vendors are required to file a Conflict of Interest Questionnaire with the District if a relationship exists between the vendor's company and an officer of the District. Vendors are encouraged to review and become familiar with all disclosure requirements of Texas Local Government Code, Chapter 176.

Disclosure is required from vendors regarding each affiliation or business relationship between the vendor and:

1. an officer of the District;
2. an officer of the District that results in the *officer or family member* receiving taxable income;
3. an officer of the District that results in the *vendor* receiving taxable income that does not come from the District;
4. a corporation or other business entity in which an officer of the District serves as an officer or director, or holds an ownership interest of 10% or more;
5. an employee or contractor of the District who makes recommendations to an officer of the District regarding the expenditure of money;
6. an officer of the District who appoints or employs an officer of the District that is the subject of the questionnaire; and
7. any person or entity that might cause a conflict of interest with the District.

Forms must be filed:

1. No later than the seventh business day after the date that the person begins contract discussions or negotiations with the government entity, *or* submits to the entity an application, response to a request for proposal or bid, correspondence, or other writing related to a potential agreement with the entity.
2. The Vendor also shall file an updated questionnaire:
  - a. not later than September 1 of each year in which a covered transaction is pending, and
  - b. the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.
3. A vendor is not required to file an updated questionnaire if the person had filed an updated statement on or after June 1, but before September 1 of the year.

(No one is required to file a disclosure under this statute before January 1, 2006)

Officers of the Carrollton-Farmers Branch Independent School District are:

Lynn Chaffin, President  
Nancy Cline, Vice-President  
Frank Shor, Secretary  
Nancy Watten, Asst. Secretary  
James Goode, Member  
Karin Webb, Member  
Richard Fleming, Member

Dr. Bobby Burns, Superintendent of Schools

If you are required to file a Conflict of Interest Form CIQ, send the completed form to Ms. Sharon Scrivner, Carrollton-Farmers Branch Independent School District, Purchasing Department, 1445 N. Perry Road, Carrollton, Texas 75006.