



# LEAVE REQUEST

## Statement of Economic Interests

To be completed for all leave requests where a potential conflict of interest may exist or arise. Please fill out one form for each party that may present a potential conflict of interest.

Name of Employee	Department

**A. Provide the following information about any entity that will fund (or has funded), support or be involved with your leave activities.**

Name of Entity		Principal Business of entity	
Address 1		Amount of Funding/Support:	
Address 2		Estimated	
City, State, Zip		Actual	

**B. Are you a director, officer, partner, trustee, owner, or employee of, or do you hold any position of management in, any entity listed in A?**

**C. Do you, or does your spouse or dependent child have:**

<b>1. An investment of \$1,000 or more in any entity listed in A above?</b>	<b>2. Income (including payment, such as salary or consulting fees) of \$250 or more received from any entity listed in within the last 12 months? (Do not include any salary or summer salary paid by the University with funds provided by an entity listed in A)</b>	<b>3. Gifts from any entity listed in A of \$50 or more?</b>
<input type="checkbox"/> No <input type="checkbox"/> Yes – value does not exceed \$10,000 <input type="checkbox"/> Yes – Value exceeds \$10,000 but does not exceed \$100,000 <input type="checkbox"/> Yes – value exceeds \$100,000	<input type="checkbox"/> No <input type="checkbox"/> Yes – value does not exceed \$1,000 <input type="checkbox"/> Yes – value exceeds \$1,000 but does not exceed \$10,000 <input type="checkbox"/> Yes – value exceeds \$10,000	<input type="checkbox"/> No <input type="checkbox"/> Yes – describe gift _____ and state value _____
<b>4. Outstanding Loans</b>	<b>a. Loans** received from any entity listed in A for which the outstanding balance has exceeded \$250 in the past 12 months?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes – amount owed did not exceed \$1,000 <input type="checkbox"/> Yes – amount owed exceeded \$1,000 but does not exceed \$10,000 <input type="checkbox"/> Yes – amount owed exceeded \$10,000	<b>b. If you answered yes (any yes box checked) to 4a:</b> <input type="checkbox"/> Secured Loan <input type="checkbox"/> Unsecured Loan What was the interest rate of the loan? Was the loan repaid within the past 12 months?

\* If more space is needed for listing multiple entities, please provide a separate form for each and attach to this form.

\*\* Do not include a loan from commercial lending institutions made in the ordinary course of business on terms available to the public without regard to the official status if the loan: (1) was used to purchase your principal place of residence, or (2) is less than \$10,000 including indebtedness from an installment, sale, or contract.

### Verification

**I DECLARE UNDER PENALTY OF PERJURY AND DEFAULT ON MY LEAVE PROMISSORY NOTE THAT I HAVE USED ALL REASONABLE DILIGENCE IN PREPARING THIS STATEMENT AND TO THE BEST OF MY KNOWLEDGE, IT IS TRUE AND COMPLETE.**

EXECUTED ON \_\_\_\_\_, 20\_\_\_\_ AT \_\_\_\_\_  
(LOCATION)

SIGNATURE: \_\_\_\_\_

All of the information on this form is available to any member of the public upon request. This information is to be used to reveal to public scrutiny certain financial interests of public officials and employees in order to disclose potential conflicts of interest and to aid in the prevention of actual conflicts of interests.