

**DISCLOSURE STATEMENT  
UTAH PUBLIC OFFICERS AND EMPLOYEES ETHICS ACT,  
UCA § 67-16-8**

**DISCLOSURE OF SUBSTANTIAL BUSINESS INTEREST**

I, \_\_\_\_\_, being first duly sworn, hereby make the following declarations:

1. Since \_\_\_\_\_ (date), I have held the following position(s) as a public officer or employee of Weber State University.

Position(s) \_\_\_\_\_

2. I understand that Weber State University may be in a position to do business with a business entity (or entities) with which I am associated or own a substantial interest and that I propose to participate in my official capacity in the transaction and/or receive compensation in respect to the transaction.

3. The following are any such business entities or activities with which I, my spouse or my minor children are presently an officer, director, agent, employed, or have a financial interest of at least ten percent, or otherwise have a financial, contractual, or other interest. If there are more than two businesses, list any additional business on a separate page and attach.

A. Name of business: \_\_\_\_\_

Address: \_\_\_\_\_

Position held with business entity: \_\_\_\_\_

Precise nature and value of the interest: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Name of business: \_\_\_\_\_

Address: \_\_\_\_\_

Position held with business entity: \_\_\_\_\_

Precise nature and value of the interest: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Describe the nature of your involvement with the transaction and/or the compensation you expect to receive in respect to the transaction:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. I understand and agree that whenever my position with the business changes significantly or if the value of my interest increases significantly, I must submit an amended form.
6. I hereby agree that I will refrain from all discussions and receipt of information through my public position with respect to any transaction or potential transaction where any business organization or entity indicated in Paragraph 3 above might have an interest in submitting bids or proposals or otherwise doing business with Weber State University.
7. I understand that my participation in any discussions or deliberations or review of information in my official capacity will immediately and automatically disqualify me or any of the business entities named above in Paragraph 3 from participating in making proposals, bids, or otherwise seeking to do business or doing business with Weber State University with respect to the matters discussed, unless it has been disclosed, approved and managed.
8. I understand that submission of this form to the President of Weber State University, the Attorney General of the State of Utah, and/or to my supervisor, does not entitle me to engage in any activity that creates a real or apparent conflict of interest that has not been disclosed, approved and managed.
9. I understand that this document is public record and may be examined by any requestor.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

Approved by Supervisor: \_\_\_\_\_  
(signature) (title) (date)

Approved by Dean/Analogous Supervisor \_\_\_\_\_  
(signature) (title) (date)

Approved by Director of Purchasing \_\_\_\_\_  
(signature) (date)

Copy to Office of the President     Copy sent to Office of Attorney General