

CONFLICT OF INTEREST IN FEDERAL PROGRAMS

Bixby Public Schools maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the bidding, quoting, contracting, and purchasing of goods and services for Bixby Public Schools via federal programs and grants. No employee, officer, or agent of Bixby Public Schools may participate in the selection, awarding of, or administration of goods, services, or contracts if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract (or for the District to purchase goods and/or services).

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontractors and/or suppliers of goods and services.

Any real and/or potential conflicts of interest found or suspected shall be reported to the superintendent and/or the President of the Board of Education. In cases where a conflict of interest is possible or found, the employee with the conflict of interest shall reduce the conflict to writing, recuse himself/herself from the issue, and make a report to the superintendent. All employees involved in the process and chain of action of purchasing goods and services via federal programs and/or grants, shall sign a statement acknowledging receipt of this policy.

Those in positions specifically required to sign a statement acknowledging receipt of this policy are as follows:

Bixby Public School Employees responsible for the requisitioning, bidding, quoting, encumbering, purchasing, receipting, and paying for goods and services at the District level: Superintendent, Associate Superintendent(s), Assistant Superintendent(s), Chief Financial Officer, Treasurer, Encumbrance Clerk(s), Deputy Encumbrance Clerk(s), Accounts Payable Clerk (s), Executive Director(s), Directors, and Coordinators.

The violation of the requirements in this policy may result in the employee's termination of employment with Bixby Public Schools.

My signature below confirms my receipt of Bixby Public Schools Policy 6123.

Signature

Date

Approved by the BOE: October 12, 2017