

FULL DISCLOSURE STATEMENT  
INSTRUCTIONS

COMPANY NAME:

- 1. Each officer or principal is to submit this Disclosure Statement notarized.  
(If a financial or personal interest exists, vendors are required to make Full Disclosure and should not submit the statement.)
- 2. If a financial or personal interest exists between the principals, officers, directors and employees of the vendor or any of their immediate family members and employees, officers and commissioners of the Authority and their immediate family members full disclosure is required.

DISCLOSURE STATEMENT

The undersigned certifies that I, nor any member of my immediate family does not now, and has not for the preceding two years, had any interest, whatsoever, whether direct, or indirect, in the Authority or any of its members or officials including but not limited to the following:

- 1. Financial or Business interests – meaning any interest which yields or has the potential of yielding directly or indirectly a monetary or other material gain or benefit with any employees, officers, and commissioners of the Authority and members of their immediate families
- 2. Personal Interest – meaning any interest arising from blood or marriage or from close business association, notwithstanding whether any financial interest is involved with any employees, officers and commissioners of the Authority and members of their immediate families.
- 3. Employment or services rendered as a member, official or officer of the Authority.

Sole Proprietorships		Partnerships*		Corporations*	
Owner	Date	Partner	Date	President	Date
		Partner	Date	Secretary	Date
		Partner	Date	Treasurer	Date

Notary Date

\*Attach additional sheets if necessary.

DEFINITIONS

- For the purpose of this Disclosure statement, the following are defined:
- Immediate Family-Current spouse, mother, father, child, brother and sister
  - Financial Interest-Any interest which yields or has the potential of yielding directly or indirectly a monetary or other material gain or benefit to any employee, officer and commissioner of the Authority and members of their immediate families.
  - Personal Interest-Any interest arising from blood or marriage or from close business association notwithstanding whether any financial interest is involved with any employees officers and commissioners of the Authority and members of their immediate families.

DISCLOSURE INFORMATION

Vendors having a financial or personal interest as described in item 2 or instructions shall make immediate, full, and complete disclosure in writing to the Purchasing Agent.

All disclosures must be presented on Vendor’s letterhead, notarized and signed by the individual making the disclosure.  
As applicable provide the following information:

- Describe the nature of the interest (personal/financial).
- Names of individuals involved/associated with Authority and vendor.
- Titles of individuals named above.
- Relationships (blood/marriage)(mother, father, etc.).
- Value of financial interest.
- Type of involvement (principal, officer, employee, etc.).
- Name & address of businesses.
- Social Security Numbers or Taxpayer Identification Number.
- Other pertinent information

WARNING

All information is to be true and accurate accounts. False, misleading statements or failure to provide information will disqualify vendors from bid. The Authority reserves the right, based on the information provided, to determine if a conflict of interest is real or apparent and whether or not a vendor is qualified to be a participant in the bidding process.