

University of South Carolina
Conflict of Interest Report
(See Instructions)

I. Official of the University of South Carolina or Related Organization:

Name: _____

Dept/Organization: _____

Position: _____ Phone: _____

Date: _____ (*disclosure period should include the prior 12 months and anything known for the next 12 months*)

II. Business Activities related to Institutional Responsibilities or directly doing business with the University of South Carolina and/or Related Organizations:

Name of Business or Individual: _____

Address: _____

Phone: _____

Relationship to USC Official: _____

Amount/Value of Transaction(s): _____ Date: _____

Description and nature of relationship, including your role in its relationship with the University.

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III. Personal Relationships with individuals that have a financial interest in a business entity with which the university does or proposes to do business, and you are in a decision-making role or otherwise in a position to influence the university's business decisions regarding the business entity.

Name of Individual: _____

Name of Business Entity: _____

Address: _____

_____ Phone: _____

Relationship to USC Official: _____

Amount/Value of Transaction(s): _____ Date: _____

Description and nature of relationship, including your role in its relationship with the University.

IV. To the best of my knowledge, the information provided in this report is true and accurate.

USC Official Signature

Date

University of South Carolina Conflict of Interest Report

Instructions

The University of South Carolina Board of Trustees Conflict of Interest Policy requires members of the University community to file a conflict of interest disclosure report annually if the following conditions apply:

- I. If you are a trustee, officer, faculty member, administrator, or staff of the University of South Carolina, including all full-time, part-time, temporary, research grant, time-limited and contract employees. ***Faculty and Staff of the University of South Carolina must file their report using the online disclosure system.***

AND

- II. You have been requested to complete an annual disclosure or required by policy.

OR

- III. You or your immediate family members have financial interests or are involved as an owner, operator, or as an executive officer, that is directly involved with activities related to your area of institutional responsibilities. In general, there is a possibility that a conflict of interest may arise if the business forms or has a relationship with the university.
- IV. If you or your extended family member conducts business with the university. Generally, there will be no conflict of interest if the employee or trustee is not in a position to influence the University with respect to the entity.
- V. You have a personal relationship with an individual who has a financial interest in a business entity with which the university does or proposes to do business, and you are in a decision-making role or otherwise in a position to influence the university's business decisions regarding the business entity.
- VI. Faculty with outside professional activities shall disclose these activities as required by University Policy ACAF 1.50, Outside Professional Activities for Faculty. Faculty and staff members employed outside the university shall disclose this employment as required by University Policy HR 1.30, Outside Employment.

Complete and submit an original copy of this form to:

Chief Audit Executive
Audit & Advisory Services
University of South Carolina
1600 Hampton Street, Suite 610
Columbia, S.C. 29208