



Orange County Public Schools  
**ETHICS DISCLOSURE FORM FOR  
 CONFLICTS OF INTEREST (OCPS EMPLOYEES)**

Pursuant to OCPS Policy KCE, the Ethics and Lobbying Policy, in an effort to avoid the appearance of impropriety, any Procurement Official, Staff Member with Contracting Authority, or the Superintendent that has a professional relationship, business relationship, or Familial Relationship with any Vendor or Business Entity participating in the procurement process shall complete this form and remit it to the Ethics Compliance Officer. This form may be used for that purpose.

<b>Disclosure reported by:</b>			
First: _____	M.I.: _____	Last: _____	Personnel #: _____
Position: _____		Department: _____	
Location/School: _____			

<b>Name of Professional, Business, or Familial Vendor or Business Entity:</b>		
First: _____	M.I.: _____	Last: _____
Position: _____		
Organization: _____		
Relationship: _____		
<i>If you have or currently hold any employment or contractual relationship with the above entity, please complete the below:</i>		
Dates of Service: _____		
Position(s) Held: _____		
_____		

**Relevant provisions of the Conflicts of Interest portion of Policy KCE are provided below:**

(2) Disclosure of Potential Conflicts in Procurement Matters by OCPS Staff. In an effort to avoid the appearance of impropriety, any Procurement Official, Staff Member with Contracting Authority or the Superintendent that has a professional relationship, business relationship, or Familial Relationship with any Vendor or Business Entity participating in the procurement process shall disclose that relationship in writing to the Ethics Compliance Officer. An OCPS Employee that fails to disclose a known relationship or conflict may be subject to disciplinary action including, but not limited to, dismissal from employment.

(3) Disclosure of Potential Conflicts by Board Members. Chapter 112, Florida Statutes shall govern the disclosure of Conflicts with respect to any Board Member.

(4) Non-Employment by Vendors of Current OCPS Employees. No current OCPS Employee shall have or hold any employment or contractual relationship with any Vendor or Business Entity which is doing business with OCPS, absent express written consent from the Superintendent or the Ethics Compliance Officer. Nor shall any OCPS Employee have or hold any employment or contractual relationship that will create a continuing or frequently recurring Conflict between his or her private interests and the performance of his or her public duties or that would impede the full and faithful discharge of his or her public duties. Failure to disclose such employment or contractual relationship may subject the OCPS Employee to disciplinary action including, but not limited to, dismissal from employment and may result in penalties to the Vendor as provided for herein.

<b>Certification:</b>	
I swear and affirm that the statements contained in this "Ethics Disclosure form for Conflicts of Interest" including any attachments, to the best of my knowledge and belief are true, correct and complete.	
Signature: _____	Date: _____

**RETURN FORM TO:**  
 Vivian Cocotas, Esq.  
 Ethics Compliance Officer  
 Orange County Public Schools  
 Office of Legal Services  
 445 W. Amelia St.  
 Orlando, FL 32801-1129  
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 Vivian.cocotas@ocps.net

For Ethics Compliance Officer Only: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved Date Approved: \_\_\_\_\_