

Employee-Vendor Relationship Disclosure (EVRD) Form

Instructions: In accordance with the regulations set forth in the California Political Reform Act Chp 7, the California Public Contract Code, and [UC BUS-43 Materiel Management Sect III Part 5](#), complete and certify this form to disclose any Employee-Vendor Relationship(s). Complete all fields and certifications and submit to Procurement and Contracts via ASK and/or Marketplace.

Submission of this form does not constitute approval of the proposed vendor and/or contract. Department may not request nor the vendor shall provide any goods and/or services to the University without an executed contract or purchase order.

For any questions or concerns regarding Conflicts of Interests and/or EVRD; please submit an [ASK case](#).

Definitions:

1. Employee: Any individual who is presently employed by the University.
2. Former Employee: An individual who was retired or separated from the University, was dismissed, or was otherwise formerly employed by the University.
3. Near Relative: The spouse, child, parent, brother, sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, or sister-in-law of a University employee, and step-relatives in the same relationship. Near relative also includes the domestic partner of a University employee and a relative of the domestic partner in one of the foregoing relationships.
4. Teaching or Research Responsibilities: An academic appointee who is engaged in teaching and/or research activities, and certain staff employees (e.g., Staff Research Associates) who may participate in teaching or research activities.

Requesting Department Information:			
Requester Name:		PO/Requisition/ASK No:	
Department:		Anticipated PO Amount:	
Email:		Anticipated Funding Source:	Non-Fed Fed
Phone:		Anticipated Period of Performance:	-

Proposed or Existing Vendor Information:	
Vendor Name:	
Goods and/or Services Description:	
Are these goods and/or services available from either commercial sources or from within the University?	Yes No

Employee-Vendor Relationship(s) Disclosure:					
Employee, acting alone, proposing to rent, sell, or otherwise provide goods and/or services to the University.					
Employee, owning or controlling a financial interest in the vendor, proposing to rent, sell, or otherwise provide goods and/or services to the University. [* Required for Entity Vendors]					
Employee Name:		Department:		Position:	
Does the employee have teaching or research responsibilities?				Yes	No

Former employee proposing to rent, sell, or otherwise provide goods and/or services to the University.			
Employee Name:		Department:	
Separation Date:		Campus:	

Near relative proposing to rent, sell, or otherwise provide goods and/or services to the University.			
Near relative of a UC employee, owning or controlling a financial interest in the vendor, proposing to rent, sell, or otherwise provide goods and/or services to the University. [* Required for Entity Vendors]			
UC Employee Name:		Relationship:	
Relative Name:		Financial Interest*:	

I certify under penalty of perjury under the laws of the State of California that none of the above relationships are applicable.			
Vendor Signature:			
Name:		Date:	

[CERTIFICATIONS TO FOLLOW]

UC Employee or Former Employee Certification^[1]:

I certify under penalty of perjury under the laws of the State of California that the following is true and correct:

In my capacity as a UC employee, no University time, material, equipment or facilities have been nor will be used in connection with any resulting purchase order or contract.

In my capacity as a UC employee, I have not and will not influence, participate in, or engage in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the decision to purchase the above goods or services from the vendor.

Employee or Former Employee Signature:			
Name:		Date:	

UC Employee or Former Employee Certification^{[1][2]}:

I certify under penalty of perjury under the laws of the State of California that the following is true and correct:

In my capacity as a UC employee, no University time, material, equipment or facilities have been nor will not be used in connection with any resulting purchase order or contract.

In my capacity as a UC employee, I have not and will not influence, participate in, or engage in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the decision to purchase the above goods or services from the vendor.

Employee or Former Employee Signature:			
Name:		Date:	

Requesting Department Certification:

I certify under penalty of perjury under the laws of the State of California that the following is true and correct:

No University time, material, equipment or facilities have been nor will be used in connection with any resulting purchase order or contract concurrent with an individual's capacity as a UC employee.

I certify that the employee or former employee, in their capacity as a UC employee, did not and will not influence, participate in, or engage in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the decision to purchase the above goods or services from the vendor.

Department Authority Signature:			
Name:		Date:	

Procurement and Contracts Determination:

Signature:		Determination:	
Name:			
Date:			

[1] To be completed by the UC Employee, Former UC Employee, or the Employee for which the Near Relative relationship exists.

[2] Second Employee or Former Employee Certification required if EVRD involves two EVRD relationships; i.e. proposed vendor is an active employee with a near relative at the University. If more than two conflicted UC employees are involved, attach a second certification page.

[END OF DOCUMENT]