ACADEMY DISTRICT 20

Request for Waiver from Policy GBEA Conflict of Interest

To: Business Services

From: School/Department Requesting Purchase:_____ Date: _____

School/Department Contact Managing Form Completion: _____

Individual/Company Completing Work: _____

(Note: The staff member with the potential conflict of interest may not complete the related work during their scheduled workday or use District resources, equipment, etc. to perform the related work)

Staff Member with Potential Conflict of Interest: _____

Staff Member Position and Location in District: _____

Relationship between Individual/Company Completing Work and Staff Member with Potential Conflict of Interest: _____

_____

Future Date When Services Will Be Rendered: _____

Estimated Price of Project: _____

Purpose: Select the category or categories that you are seeking a waiver for and provide a brief description related to the purpose for the request. Purchasing policy thresholds may not be waived through this request. For purchases/services at or above the $10,000 policy threshold, contact the purchasing department ext. 1272.

Sale of goods or property: ☐ _____

Services rendered: ☐ _____

Has/will an Independent Contractor Agreement been/be initiated? YES ☐ NO ☐

Justification: Please provide OR attach a detailed justification related to the two questions below. Include drawings, items, or services being delivered, etc. Provide any relevant information that will support this waiver request.

1. What will the individual/company charge for this service? Is this rate more than, comparable to, or less than other potential suppliers? Please include OR attach advertised or quoted costs from other potential comparable suppliers.

2. What are the advantages to the school/department for this individual/company to complete the work, as opposed to another supplier where there is no potential conflict of interest? Please reference specific pricing information and/or any other applicable information.

_____ _____

Signature - Principal/Administrator from School/Dept. Requesting Purchase Date

☐ Return to requestor with request approved.

☐ Return to requestor with request denied.

_____ _____

CFO Signature Date

Adopted: May 5, 2006
Revised: March 31, 2010; July 1, 2015, July 1, 2016; September 5, 2017; August 10, 2020; July 1, 2021, March 6, 2023, September 18, 2023; July 1, 2024; November 18, 2024
Reviewed: October 9, 2025