

ANCHORAGE SCHOOL DISTRICT
Conflict Of Interest
Application Procedures

Request for Waiver (Form A) applications must be filed when an ASD employee/Board Member owns a sole proprietorship, or is a partner in a partnership, or is an officer, director, major shareholder (five percent (5%) or more of the outstanding shares) or has management control in a corporation that wishes to do business with the Anchorage School District.

1. The employee requesting the waiver will read and understand the provisions of [Board Policy](#) 3311 and Administrative Requirement 3311.1(e) and [Municipal Code](#) Chapter 1.15 Code of Ethics in their entirety.
2. The employee requesting the waiver will complete the first page of the Request for Waiver
3. The employee requesting the waiver needs to sign the waiver and have it notarized.
4. The employee requesting the waiver will submit the form to their administrative supervisor for review and signature.
5. The employee's administrative supervisor will review and sign the waiver if they believe that no conflict exists or the potential for conflict has been managed. After signing the supervisor will return the waiver to the employee.
6. The employee will send the signed and notarized waiver along with a copy of their job description to the Purchasing Department using interoffice mail or email. (purchasing@asdk12.org)
7. The Director of Purchasing will review the Request for Waiver documents and, if deemed appropriate, forward the request for waiver to the Superintendent or designee for approval.
8. Once the Superintendent or his/her designee has approved or disapproved the Request for Waiver, the Director of Purchasing will return a copy to the applicant.
9. The employee requesting the waiver must file a "Notice of Intent to Respond to Public Solicitation" form with the Anchorage Municipal Clerk in accordance with AMC Chapter 1.15 Code of Ethics for each bid, proposal or quote.

ANCHORAGE SCHOOL DISTRICT
PURCHASING/WAREHOUSE DEPARTMENT
4919 Van Buren Street, Anchorage, Alaska 99517-3137
Phone: (907) 742-8621

REQUEST FOR WAIVER
(Form A)

From Anchorage School Board Conflict of Interest Policy

Applicant: [Board Member / ASD Employee] _____	Mailing Address: _____
Position: _____	(City, State, Zip) _____
School/Dept: _____	Work Phone #: _____
Date Submitted: _____	Email: _____

Check box that applies:

1. A part-time employee (includes substitute and temporary employees).
2. A full-time employee who wishes to submit a bid, proposal, or quotation for a contract for the providing of goods or services which are outside the area of that employee's trade or profession and which would not interfere with the performance of that employee's job.
3. A full-time employee who wishes to submit a bid, proposal, or quotation or a contract to be performed at a time other than during a period of employment (for example, summertime work by a certified employee).
4. A school board member.

I request a waiver from the School Board's Conflict of Interest Policy so that I may submit a competitive bid, proposal, or quotation to provide the following goods or services to the School District, which is not in conflict with my job responsibilities, as defined in Board Policy 3311 and Administrative Requirement 3311.1(e).

Describe the nature, type, and extent of goods or services to be provided or nature of work to be performed:

Name of business in which bid, proposal or quotation will be submitted: _____

Address of business: _____

Business phone number: _____

Alaska Business License number: _____

Type of Business: Sole Proprietor Partnership Corporation

Applicant's interest or position in business: _____

Percentage of financial interest in business: _____ %

