

ANCHORAGE SCHOOL DISTRICT
Conflict Of Interest
Application Procedures

Request for Waiver (Form B) application must be filed when an ASD Employee wishes to sell or receive royalties on books or other materials he/she has authored.

1. The employee requesting the waiver will read and understand the provisions of [Board Policy 3311](#) and Administrative Requirement 3311.1(e) Ethics and Conflicts of Interest 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 and the School Board for approval.
8. Once the Request for Waiver has been approved or disapproved, the Director of Purchasing will return a copy to the applicant.

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 B)

From Anchorage School Board Conflict of Interest Policies

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

I request a waiver from the School Board's Conflict of Interest Policy so that may receive royalties on books or materials of which I am the author and which may be sold for use in the school system.

Description the books or materials:

I certify that I have read and understand the provisions of of Board Policy 3311 and Administrative Requirement 3311.1(e) and Municipal Code Chapter 1.15 Code of Ethics in their entirety.

Signature of ASD Employee/Board Member

Date

STATE OF ALASKA)
THIRD JUDICIAL DISTRICT)
SUBSCRIBED AND SWORN to before me this _____ day of _____,
(month) (year)

Notary Public in and for Alaska

My Commission Expires:_____

(This part of form to be filled out by the employee's administrative supervisor)

I certify that no conflict exists or the potential for conflict has been managed.
If the conflict has been managed, please explain:

Signature of Supervisor

Date

Name of Supervisor

(This part of form to be filled out by Anchorage School District Superintendent or designee)

Waiver Request per School Board Policy of Board Policy 3311 and Administrative Requirement 3311.1(e)

Waiver Request: _____ Granted* _____ Denied

Date Waiver Expires: *June 30, 20* ____

Signature of Superintendent or Designee

Date

Name of Superintendent or Designee

(This part of form to be filled out by Anchorage School Board President)

Waiver Request to the School Board

Waiver Request: _____ Granted* _____ Denied

Date Waiver Expires: *June 30, 20* __ _

School Board Meeting Date: _____

ASD Memorandum Number: # _____

Signature of Anchorage School Board President

Date

Name of Anchorage School Board President

*Granted waivers expire on the last day of the fiscal year in which they are granted and must be renewed annually. If the employee wishes to submit a bid, proposal or quotation on a District or municipal contract in any year after his/her waiver has expired, he/she must request and be granted a new waiver for each new fiscal year before he/she may submit such a bid, proposal or quotation.