





### PAUL D. JOYCE, CPA STATE EXAMINER

Indiana's State Examiner and the agency head for the State Board of Accounts, Paul Joyce coordinates and manages the post-audits and examinations of over 4,000 state and local governmental entities in Indiana.

## Conflict of Interest Disclosure



#### "A disclosure must:

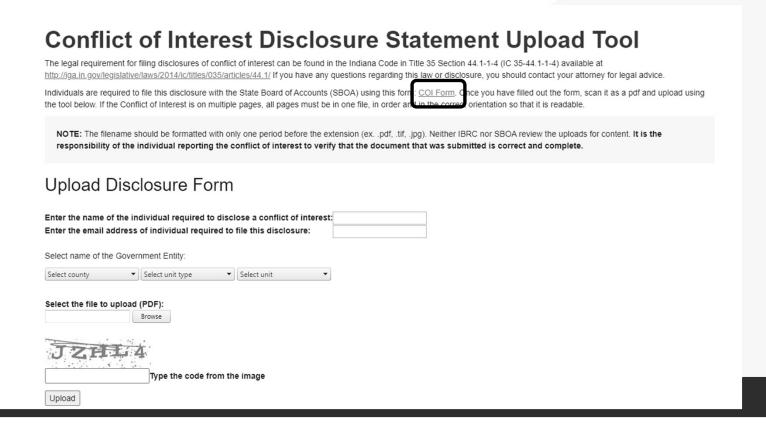
- (1) be in writing;
- (2) describe the contract or purchase to be made by the governmental entity
- (3) describe the pecuniary interest that the public servant has in the contract or purchase;
- (4) be affirmed under penalty of perjury;
- (5) be submitted to the governmental entity and be accepted by the governmental entity in a public meeting of the governmental entity before final action on the contract or purchase;
- (6) be filed within fifteen (15) days after final action on the contract or purchase with
- (A) the state board of accounts; and
- (B) if the governmental entity is a governmental entity other than the state or a state supported college or university, the clerk of the circuit court in the county where the governmental entity takes final action on the contract or purchase; and"



## Updated Form



Available on the Gateway Conflict of Interest Disclosure Statement Upload Tool



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#### UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (R2 / 9-24) / Form 236 STATE BOARD OF ACCOUNTS

"A public servant who knowingly or intentionally (1) has a pecuniary interest in; or (2) derives a profit from; a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Level 6 Felony." Ind. Code 35-44.1-1-4(b).

As defined by IC 35-31.5-2-261, "public servant" means a person who:

- is authorized to perform an official function on behalf of, and is paid by, a governmental entity;
- (2) is elected or appointed to office to discharge a public duty for a governmental entity; or
- (3) with or without compensation, is appointed in writing by a public official to act in an advisory capacity to a governmental entity concerning a contract or purchase to be made by the entity.

A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant. IC 35-44.1-1-4(a)(3).

A "dependent" means the spouse of a public servant; a child, stepchild, or adoptee of a public servant who is unemancipated and less than eighteen (18) years of age; or an individual more than one-half of whose support is provided during a year by the public servant. IC 35-44.1-1-4(a)(1).

Complete this form in its entirety. Legal counsel should be consulted.

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1.	Full name and address of public servant submitting this form:		

2. a. Job title:

b. Governmental entity:

c. County:

FOR CONTRACTS, PLEASE COMPLETE SECTION 3.

FOR PURCHASES OF GOODS OR SERVICES (WITHOUT A CONTRACT), COMPLETE SECTION 4.

3.	lde	dentify and describe the contract involved (complete a separate Disclosure Form for each contract):		
	a.	Full legal name and address of contractor:		
	b. Full name and address of "dependent" (if applicable):			
	c. Identify the governmental entity that is a party to the contract:			
	d.	Relationship of public servant to contractor:		
	e.	Specific ownership interest (and/or job title) of the public servant (or the public servant's dependent) in contractor:		
	f.	Start date and end date of contract:		
	g.	Total dollar amount of contract:		
	h.	Specific financial interest (and/or dollar amount) derived by the public servant (or the public servant's dependent) as a result of the contract:		
	i.	Date of the public meeting and the name of the governmental entity that accepted the contract (Note: this date MUST be prior to any final action on the contract or purchase):		



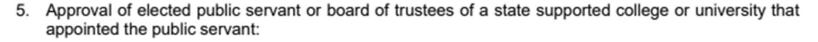
a.	Describe the good or service purchased:
b.	State the total dollar amount of each purchase:
c.	Full legal name of vendor:
d.	Name of governmental entity making the purchase of goods or services:
e.	Specific ownership interest (and/or job title) of the public servant (or the public servant's depend in vendor:
f.	Full name and address of "dependent" (if applicable):
g.	Purchase date:
h.	Specific financial interest (and/or dollar amount) derived by the public servant (or the puservant's dependent) as a result of the purchase:



#### IF PUBLIC SERVANT IS APPOINTED, COMPLETE SECTION 5

#### ALL OTHER PUBLIC SERVANTS, COMPLETE SECTION 6

6.



I / WE hereby approve this Conflict of Interest Form concerning the public servant for the contract or purchase described herein on this day:

Da	te of Appointment:				
Da	te of Approval of Conflict of Interest:				
Signature		Printed Name, Job Title			
Signature		Printed Name, Job Title			
Approval by governmental entity at public meeting					
a.	Date this Conflict of Interest was submitted to the governmental entity:				
b.	Date of the public meeting this Conflict of Interest Form was accepted by the public entity (Note: this date MUST be prior to any final action on the contract or purchase):				







#### 7. Affirmation of Public Servant:

This disclosure was submitted to and accepted by the governmental entity in a public meeting (identified above) prior to final action on the contract or purchase.

I affirm, under penalty of perjury, the truth and completeness of the statements made above.

Signed: \_\_\_\_\_
Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_
Email Address: \_\_\_\_\_

#### 8. Filing Requirement

Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with both:

- 1. The Indiana State Board of Accounts by uploading at <a href="https://gateway.ifionline.org/sboa\_coi/">https://gateway.ifionline.org/sboa\_coi/</a>; and
- The Clerk of the Circuit Court of the county where the governmental entity took final action on the contract or purchase.

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## Reminder

- The form is only required when a conflict exists
- The individual with the conflict is responsible for filing
- The county attorney should be consulted when questions arise about Conflict of Interest.



# Contact Us:

Government Technical Assistance and Compliance Directors for Counties



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