

**Directions for filling out ‘Conflicts Disclosure Statement’ (Form CIS)
And ‘Conflict of Interest Questionnaire’ (Form CIQ)**

**Form CIS—This form is for the Local Government Officers
(superintendent and/or school board members)**

1. Your name
2. Office held...**Ex:** *school board member*
3. Name of bank/business/company/person with whom you make some sort of taxable income from. **Ex:** *1st American Bank of Domino*
4. Describe the business relationship. In other words, how are you ‘tied’ to the business (vendor), and how is the business/vendor tied to the school. **Ex:** *Your name (and/or ‘first-degree’ family member’s name).....holds an interest-bearing savings account with 1st American Bank of Domino, which is QCISD’s school depository.*
5. Include information here only if gifts are received.
6. Signatures/Notary Stamps/Dates....

**Forms should be returned to Rob Barnwell, Queen City ISD Administration
Building @ 1013 Houston Street Queen City, TX 75572**

Form CIQ—Vendor Questionnaire

1. Name of vendor’s business/company **EX:** *1st American Bank of Domino*
2. Check only if this questionnaire is a ‘follow-up’ to a previously filed form
3. Explain the business relationship the vendor has with the school...**EX:** *QCISD’s depository bank*
4. If the vendor has no knowledge of a conflict of interest, then the answer to # 4 is “none”, in which case you may skip question # 5, and you may sign/date at # 6 for completion of form.
However, if there IS a conflict of interest in regards to the vendor and the superintendent or board member/s and/or a member of their family in the ‘first degree’, Question # 4 should be completed with the name/s of the person/s who have a business relationship with the vendor and the type of relationship that causes the potential conflict of interest. **EX:** *Jane Doe, wife of John Doe, who is a QCISD board member, has an interest bearing account in her name at 1st American Bank of Domino.*
5. Submit, again, the name/s represented in answer # 4. On item “A”, check whether or not the affected person from # 4 is receiving or is likely to receive any taxable income from the vendor. Item “B” is to determine if the vendor is receiving or is likely to receive any taxable income from any actions on the part of a board member or superintendent. Item “C” is to determine if the vendor is affiliated with a business in which the superintendent or school

board member serves on the board of directors for the vendor's business/corporation, or is part or full owner of the business. Item "D" is to simply describe any/all other relationships that would help to disclose a potential conflict of interest between a vendor and the superintendent, each school board member, and/or their families in the first degree.

6. Signature/date

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