

**Conflict of Interest
(Interest in Contract or Transaction)
Determination Processing Form**

Employee Name: _____

Job title/Dept: _____

Supervisors Name: _____

Date of Disclosure: _____

Employee's disclosure: _____

Employee's Signature: _____ Date: _____

Supervisor's comments on disclosure: _____

Supervisor's Signature: _____ Date: _____

The Fairbanks North Star Borough is subject to the Alaska Public Records Act, AS 40.25 et seq. and this document may be subject to public disclosure under state law.

FORM ROUTING:

Employee

Supervisor

Human Resources

Legal

Mayor's Office

Human Resources

Human Resources Notification to Employee/Supervisor

Human Resources will notify the employee and supervisor of final determination. A copy will be placed in the employee's personnel file.

FNSB 2.32.220 states as follows:

No Borough employee shall be a contractor to the Borough or be employed by a contractor on Borough matters while receiving a wage from the Borough.

FNSB 6.32.070, states:

The borough mayor or an employee, or an immediate family member, may not attempt to acquire, receive, apply for, be a party to, or have a personal or financial interest in a borough grant, contract, or lease if he takes or withholds official action that affects the award, execution, or administration of the grant, contract, or lease.

Financial Interest is defined in FNSB 6.32.010

Borough Attorney Findings:

___ No apparent conflict.

___ Conflict for following reasons: _____

___ Unable to determine need additional information:

Borough Attorney

Date

Determination Approved:

Borough Mayor

Date

cc: Personnel file

Employee/Supervisor Notified on _____