

REQUEST FOR SCHOOL BOARD WAIVER

Date: \_\_\_\_\_

Name of the school board member, school administrator or school business manager requesting the waiver:

\_\_\_\_\_

Brief explanation of the potential conflict of interest:

Brief explanation of the essential terms of the contract(s) or transaction(s) from which a potential conflict of interest may arise, including:

- (1) All parties to the contract
- (2) The person's role in the contract or transaction
- (3) The purpose(s)/objective(s) of the contract
- (4) The consideration or benefit conferred or agreed to be conferred upon each party
- (5) The length of time of the contract
- (6) Any other relevant information

Brief explanation of how or why the transaction or the terms of the contract are fair, reasonable, and not contrary to the public interest such that a waiver should be granted:

Signature of Person Requesting Waiver: \_\_\_\_\_

THIS IS A PUBLIC DOCUMENT

[August 2016]