**CONFLICT OF I** **NTEREST MANAGEMENT PLAN**

**Outside Entity Connection Related to University Role**



**Date:**

|  |  |
| --- | --- |
| **Name:** | **Outside Entity and Relationship:** |
| **Reviewer:** | **Oversight Manager:** |

**Member agrees to:**

1. Disclose the connection to Outside Entity to those involved in making decisions to purchase products or services from Outside Entity in which he/she has the opportunity to influence.
2. Refrain from the decision-making process in his/her University role when services or products are being selected involving Outside Entity.
3. Forward any transactions requiring approval for payments to Outside Entity to Oversight Manager for approval.
4. Disclose to the University any and all changes that may affect this Plan.

**Oversight Plan:**

1. NAME OF OVERSIGHT MANAGER has been designated as the Oversight Manager for this Management Plan.
2. Oversight Manager will ensure that Member will not be put in the position of making a decision to purchase products or services in his/her University role.
3. Oversight Manager or their designee will review all invoices from Outside Entity and provide final approval of payment to Outside Entity.
4. On an annual basis, Oversight Manager will review this Management Plan with Member to determine progress and what, if any, changes may need to be made to this plan.

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Name of member Date