

Declaration of Interests by Staff Involved in Procurement of Goods and Services

File/Quotation Ref : _____

1. I declare that *I / my spouse / my family / my relatives / my close personal friends / the clubs and associations I belong / the persons to whom I am indebted or owe a favour *have/has private interests in relation to the goods or services being procured, or in relation to the parties offering the goods or services being procured.

(*Delete whichever is inappropriate)

2. I declare the following conflict of interest situation described in 1 above –
(Use separate sheet if the space provided is insufficient.)

Signature : _____

Name (in block letter) : _____

Post : _____

School Name : _____

Date : _____

All staff involved in any activities relating to procurement of goods and services irrespective of its value must **sign an undertaking [Appendix 1] and declare their interest** when conflict of interest (whether actual, potential or perceived) arises [Appendix 2].