

**SAMPLE LETTER
CONFLICTS OF INTEREST**

(THIS IS A SAMPLE ONLY, PLEASE PROVIDE APPROPRIATE AND ACCURATE INFORMATION ON DEPARTMENT LETTERHEAD WITH APPROPRIATE SIGNATURE.)

MEMORANDUM

To: Purchasing Office

From:

Subject: Conflict of Interest

Date:

(Department name) requests approval to enter into a contract with (individual/vendor name) to provide (detailed description of services to be performed/goods to be received) in the amount of (actual/estimated dollar amount). The dates of service will be from (beginning date) to (end date).

(Explain why the goods/services are deemed beneficial and in the best interest of the University/State to be obtained from this individual/vendor. Cite any specific knowledge or certifications that qualify an individual from other candidates.)

(Individual's name) is the (spouse/child) of (name of employee at University/vendor), (name of position held at Western Illinois University/position held at vendor). (Name of employee or vendor/please verify) is not in a position to influence the decision to source this contract.

(Signature)

(Title)

(Department)