

**ANCHORAGE SCHOOL DISTRICT**  
**Conflict Of Interest**  
**Application Procedures**

**Request for Waiver (Form A)** applications must be filed when an ASD employee/Board Member owns a sole proprietorship, or is a partner in a partnership, or is an officer, director, major shareholder (five percent (5%) or more of the outstanding shares) or has management control in a corporation that wishes to do business with the Anchorage School District.

1. The employee requesting the waiver will read and understand the provisions of [Board Policy](#) 3311 and Administrative Requirement 3311.1(e) and [Municipal Code](#) Chapter 1.15 Code of Ethics in their entirety.
2. The employee requesting the waiver will complete the first page of the Request for Waiver
3. The employee requesting the waiver needs to sign the waiver and have it notarized.
4. The employee requesting the waiver will submit the form to their administrative supervisor for review and signature.
5. The employee's administrative supervisor will review and sign the waiver if they believe that no conflict exists or the potential for conflict has been managed. After signing the supervisor will return the waiver to the employee.
6. The employee will send the signed and notarized waiver along with a copy of their job description to the Purchasing Department using interoffice mail or email. (purchasing@asdk12.org)
7. The Director of Purchasing will review the Request for Waiver documents and, if deemed appropriate, forward the request for waiver to the Superintendent or designee for approval.
8. Once the Superintendent or his/her designee has approved or disapproved the Request for Waiver, the Director of Purchasing will return a copy to the applicant.
9. The employee requesting the waiver must file a "Notice of Intent to Respond to Public Solicitation" form with the Anchorage Municipal Clerk in accordance with AMC Chapter 1.15 Code of Ethics for each bid, proposal or quote.

ANCHORAGE SCHOOL DISTRICT  
PURCHASING/WAREHOUSE DEPARTMENT  
4919 Van Buren Street, Anchorage, Alaska 99517-3137  
Phone: (907) 742-8621

**REQUEST FOR WAIVER**

*(Form A)*

From Anchorage School Board Conflict of Interest Policy

Applicant: [Board Member / ASD Employee]	_____	Mailing Address:	_____
Position:	_____	(City, State, Zip)	_____
School/Dept:	_____	Work Phone #:	_____
Date Submitted:	_____	Email:	_____

Check box that applies:

1. \_\_\_ A part-time employee (includes substitute and temporary employees).
2. \_\_\_ A full-time employee who wishes to submit a bid, proposal, or quotation for a contract for the providing of goods or services which are outside the area of that employee's trade or profession and which would not interfere with the performance of that employee's job.
3. \_\_\_ A full-time employee who wishes to submit a bid, proposal, or quotation or a contract to be performed at a time other than during a period of employment (for example, summertime work by a certified employee).
4. \_\_\_ A school board member.

I request a waiver from the School Board's Conflict of Interest Policy so that I may submit a competitive bid, proposal, or quotation to provide the following goods or services to the School District, which is not in conflict with my job responsibilities, as defined in Board Policy 3311 and Administrative Requirement 3311.1(e).

*Describe the nature, type, and extent of goods or services to be provided or nature of work to be performed:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of business** in which bid, proposal or quotation will be submitted:

\_\_\_\_\_

Address of business:

\_\_\_\_\_

\_\_\_\_\_

Business phone number:

\_\_\_\_\_

**Alaska Business License number:**

\_\_\_\_\_

Type of Business:     \_\_\_ Sole Proprietor                     \_\_\_ Partnership                     \_\_\_ Corporation

Applicant's interest or position in business: \_\_\_\_\_

Percentage of financial interest in business: \_\_\_\_\_ %

I certify that I have read and understand the provisions of Board Policy Section AR 3311.1(e) Ethics and Conflicts of Interest and Municipal Code Chapter 1.15 Code of Ethics in their entirety. This includes AR 3311.1(e).2 "A waiver may not be granted, and a contract award may not be made, if any of the following conditions exist: 1. The employee or a member of his or her immediate family works for the department awarding or administering the contract; 2. The employee or a member of his or her immediate family would, in the performance of official duties, take any action with respect to the solicitation, award, or administration of the contract; 3. The employee in fact or appearance attempts to influence the award."

\_\_\_\_\_  
Signature of ASD Employee/Board Member

\_\_\_\_\_  
Date

STATE OF ALASKA )  
THIRD JUDICIAL DISTRICT )

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(month) (year)

\_\_\_\_\_  
Notary Public in and for Alaska

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
(This part of form to be filled out by the employee's administrative supervisor or, for board members, the Anchorage School District Superintendent)

I certify that no conflict exists or the potential for conflict has been managed.

If the conflict has been managed, please explain:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor or Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Supervisor or Superintendent

\_\_\_\_\_  
(This part of form to be filled out by Anchorage School District Superintendent or designee or, for board members, the Anchorage School Board President)

**Waiver Request per School Board Policy 3311 and Administrative Requirement 3311.1(e)**

Waiver Request: \_\_\_\_\_ Granted\*\* \_\_\_\_\_ Denied

Date Waiver Expires: **June 30, 20** \_\_\_\_

\_\_\_\_\_  
Signature of Superintendent or Designee or Anchorage School Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Superintendent or Designee or Anchorage School Board President

\* *Immediate family* means: 1. The spouse, child (including a stepchild and an adoptive child), parent, sibling, grandparent, aunt, or uncle of the person; and 2. A parent or sibling of the person's spouse; and 3. Any member of the person's household.

\*\*Granted waivers expire on the last day of the fiscal year in which they are granted and must be renewed annually. If the employee wishes to submit a bid, proposal or quotation on a District or municipal contract in any year after his/her waiver has expired, he/she must request and be granted a new waiver for each new fiscal year before he/she may submit such a bid, proposal or quotation.