

UNIVERSITY OF SOUTH ALABAMA
Excessive Compensation or Gratuities Disclosure

Name: _____ Title/Rank: _____

College/Unit: _____ Dept: _____

I am reporting excessive compensation or gratuities received, or to be received, from a sponsor under the following engagement:

1. Name and address of sponsoring organization: _____

2. Nature of proposed engagement: _____

3. Beginning date of anticipated or actual engagement: _____

4. Will University resources be used in connection with or as a result of the engagement? Yes No

If yes, describe the resources to be used: _____

5. Does the sponsoring organization contract with the University for service(s)? Yes No

All business transactions with vendors, contractors, and third parties shall be transacted free from offers or solicitations of gifts and favors or other improper inducements in exchange for influence or assistance in a transaction.

6. Is the sponsoring organization providing you excessive compensation or gratuities for workshops, seminars, and/or training sessions at out-of-town locations? Yes No

7. To your knowledge, does the sponsoring organization provide funding which directly supports any of your University duties or activities? Yes No

8. To be completed if sponsoring organization is a private firm:

a. Do you or any member of your immediate family own an entity interest in the sponsoring organization? Yes No

b. Do you or any member of your immediate family hold an office in the sponsoring organization? Yes No

c. The above described activity is consistent with the University policy on conflict of interest. Yes No

Signature: _____

Employee

Date: _____

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The activity described above is consistent not consistent with University Policy.

Signature: _____

Department Chair/Supervisor

Date: _____