

REQUEST FOR SCHOOL BOARD WAIVER

Date: \_\_\_\_\_

Name of the school board member, school administrator or school business manager requesting the waiver: \_\_\_\_\_

Brief explanation of the potential conflict of interest:

Brief explanation of the essential terms of the contract(s) or transaction(s) from which a potential conflict of interest may arise, including:

- (1) all parties to the contract
- (2) the person's role in the contract or transaction
- (3) the purpose(s)/objective(s) of the contract
- (4) the consideration or benefit conferred or agreed to be conferred upon each party
- (5) the length of time of the contract
- (6) any other relevant information

Brief explanation of how or why the transaction or the terms of the contract are fair, reasonable, and not contrary to the public interest such that a waiver should be granted.

Signature of Person Requesting Waiver:

\_\_\_\_\_

**THIS IS A PUBLIC DOCUMENT**

Adopted 8-31-16

WEST CENTRAL SCHOOL DISTRICT