



Required Conflict of Interest Disclosures

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Type of Disclosure	Who Should File	Required Form	Where & When to File	Maintained by District
Substantial interest in a business entity or real property - Tex. Loc. Gov't Code § 171.002(a), (b).	Trustees, as required by law. Superintendent and others as required by TASB Policy DBD(LOCAL).	TASB Policy BBFA(EXHIBIT A)-RRM	File completed form with district's official record keeper, named in TASB Policy CPC(LOCAL), before a decision or vote involving the business or real property.	Maintain in district records until five years after the official leaves office.
Interest in real property to be acquired by district - Tex. Gov't Code § 553.002.	Trustees, as required by law. Superintendent and others as required by TASB Policy DBD(LOCAL).	TASB Policy BBFA(EXHIBIT B)-RRM	File completed form with county clerk in county where trustee resides and each county where property is located within 10 days before acquisition.	Maintain in district records until five years after the official leaves office.
Income over \$2,500 from vendor - Tex. Loc. Gov't Code § 176.003.	Trustees, superintendents, and other local government officers as required by law.	Form CIS	File completed form with district's records administrator within seven business days of knowledge of relationship.	Post on district's website and retain with district records.
Gifts over \$100 from vendor - Tex. Loc. Gov't Code § 176.003.	Trustees, superintendents, and other local government officers as required by law.	Form CIS	File completed form with district's records administrator within seven business days of knowledge of relationship.	Post on district's website and retain with district records.
Family relationship - Tex. Loc. Gov't Code § 176.003.	Trustees, superintendents, and other local government officers as required by law.	Form CIS	File completed form with district's records administrator within seven business days of knowledge of relationship.	Post on district's website and retain with district records.
Vendor that has given income or gifts to a trustee, superintendent, or officer, or family relationship - Tex. Loc. Gov't Code § 176.006.	District Vendors	Form CIQ	File completed form with district's records administrator within seven business days of knowledge of relationship.	Post on district's website and retain with district records.

This document provides a general overview of required disclosures and should not be construed as legal advice. For a more complete explanation, see TASB Policy BBFA(LEGAL).

This document is continually updated at tasb.org/services/legal-services/tasb-school-law-esource/governance/documents/required-conflict-interest-disclosures-chart.pdf. For more information on school law topics, visit TASB School Law eSource at schoollawesource.tasb.org.

This document is provided for educational purposes and contains information to facilitate a general understanding of the law. References to judicial or other official proceedings are intended to be a fair and impartial account of public records, which may contain allegations that are not true. This publication is not an exhaustive treatment of the law, nor is it intended to substitute for the advice of an attorney. Consult your own attorney to apply these legal principles to specific fact situations.

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