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**THIS SECTION TO BE COMPLETED BY THE REQUESTING SCHOOL OR DEPARTMENT**

Date Submitted: \_\_\_\_\_ Requested Completion Date: \_\_\_\_\_

Name/Title of Individual Submitting for Review: \_\_\_\_\_

School/Department: \_\_\_\_\_ Phone #: \_\_\_\_\_

Document/Contract Title: \_\_\_\_\_

Term Dates: \_\_\_\_\_ to \_\_\_\_\_

Vendor Name & Additional Information *(include both Public Disclosure Forms fully executed w/submission)*:  
\_\_\_\_\_  
\_\_\_\_\_

**REQUIRED APPROVALS/SIGNATURES**

Principal (for schools) / Department Head (for depts.): \_\_\_\_\_

Area Superintendent (required for schools): \_\_\_\_\_

Chief Officer (required for departments): \_\_\_\_\_

Chief IT Officer (if applicable for Software/License Agreements): \_\_\_\_\_

**Upon completion of the above** send this form, any related documentation, including fully executed Public Disclosure Forms (Pages 2 and 3 attached), with the contract/document to:

- Office of the General Counsel (non-grant related) via email at [legal@washoeschools.net](mailto:legal@washoeschools.net); OR
- Grants Department (grant related) via email to [grants@washoeschools.net](mailto:grants@washoeschools.net).

Original signatures are not required.

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**THIS SECTION TO BE COMPLETED BY THE OFFICE OF THE GENERAL COUNSEL (non-grant related) or GRANTS LEGAL COUNSEL (grant related)**

Is a Parent/Guardian Consent/Waiver Required? Yes \_\_\_\_\_ No \_\_\_\_\_

Approved: \_\_\_\_\_ Dated: \_\_\_\_\_ Re-Draft \_\_\_\_\_ Dated: \_\_\_\_\_

(If redraft is required, revised contract must be re-submitted for approval)

Public Disclosure Form: \_\_\_\_\_ Staff \_\_\_\_\_ Vendor \_\_\_\_\_

General Counsel or Grants Legal Counsel Approval: \_\_\_\_\_

Comments:

**WASHOE COUNTY SCHOOL DISTRICT  
PUBLIC DISCLOSURE FORM**

**WCSD REQUESTOR (STAFF/EMPLOYEE) (A)**

**THIS IS A REQUIRED FORM TO BE COMPLETED, SIGNED, AND SUBMITTED WHEN REQUESTED BY WCSD.**

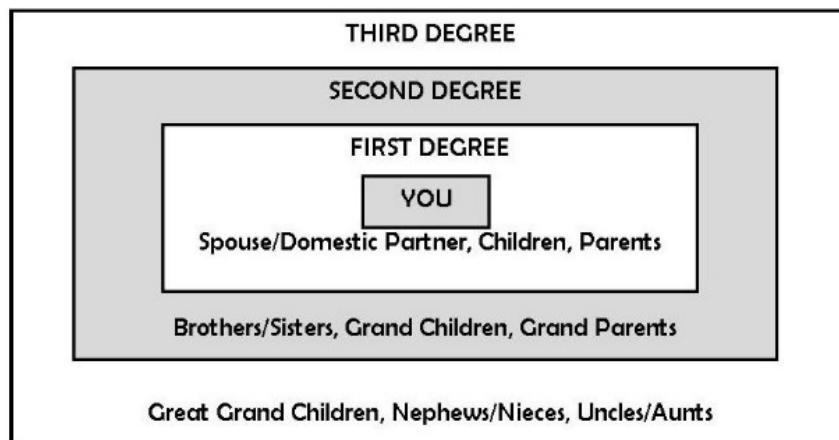
**WCSD REQUESTOR (STAFF/EMPLOYEE) FIRST/LAST NAME:** \_\_\_\_\_

I understand that per NRS 281A.020 a public office is a public trust and shall be held for the sole benefit of the people, and a public officer or employee must commit themselves to avoid conflicts between the private interests of the public officer or employee and those of the general public who the public office or employee serves.

Furthermore, I understand that pursuant to Washoe County School District (WCSD) Board of Trustees Policy 4505 and per NRS 281A.400, WCSD employees (as public officers) shall not seek and/or accept any gift, work/service, favor, employment, engagement, emolument, and/or economic opportunity, including, but not limited to, unlawful compensation, salary, retainer, augmentation, expense allowance, commission, personal profit, pecuniary interest in the course of performing WCSD duties. In addition, WCSD employees (as public officers) shall not use their positions to secure and/or grant unwarranted privileges, preferences, exemptions, and/or advantages for the public officer or employee with any business entity.

I certify and acknowledge by signature below that I am a duly authorized agent of the submitting organization named above and that failure to disclose all facts relative to a conflict and/or potential conflict of interest (ethical standards) with regards to the specific solicitation to which the organization is submitting to WCSD may result in a rejection of said solicitation submission and/or termination of any resulting contract should the above-named organization be awarded.

- A. I certify that I and the principal(s) and/or key personnel of my organization have no pecuniary/financial interests between WCSD, Officers of WCSD, key employees of WCSD, current and former WCSD Board of Trustees members, and any other current and former WCSD personnel.
- B. To the third degree of consanguinity (refer to the chart below), I have listed all of my and the principal(s) and key personnel of my organization's personal relationships, partnerships, correlations, and relatives (by blood and/or marriage) between WCSD, Officers of WCSD, key employees of WCSD, current and former WCSD Board of Trustees members and any other current and former WCSD personnel.





**WASHOE COUNTY SCHOOL DISTRICT  
PUBLIC DISCLOSURE FORM**

**VENDOR/CONTRACTOR (B)**

**THIS IS A REQUIRED FORM TO BE COMPLETED, SIGNED, AND SUBMITTED WHEN REQUESTED BY WCSD.**

**VENDOR/CONTRACTOR COMPANY NAME:** \_\_\_\_\_

**COMPANY'S AUTHORIZED REPRESENTATIVE NAME (FIRST/LAST):** \_\_\_\_\_

I understand that per NRS 281A.020 a public office is a public trust and shall be held for the sole benefit of the people, and a public officer or employee must commit themselves to avoid conflicts between the private interests of the public officer or employee and those of the general public who the public office or employee serves.

Furthermore, I understand that pursuant to Washoe County School District (WCSD) Board of Trustees Policy 4505 and per NRS 281A.400, WCSD employees (as public officers) shall not seek and/or accept any gift, work/service, favor, employment, engagement, emolument, and/or economic opportunity, including, but not limited to, unlawful compensation, salary, retainer, augmentation, expense allowance, commission, personal profit, pecuniary interest in the course of performing WCSD duties. In addition, WCSD employees (as public officers) shall not use their positions to secure and/or grant unwarranted privileges, preferences, exemptions, and/or advantages for the public officer or employee with any business entity.

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- A. I certify that I and the principal(s) and/or key personnel of my organization have no pecuniary/financial interests between WCSD, Officers of WCSD, key employees of WCSD, current and former WCSD Board of Trustees members, and any other current and former WCSD personnel.
- B. To the third degree of consanguinity (refer to the chart below), I have listed all of my and the principal(s) and key personnel of my organization's personal relationships, partnerships, correlations, and relatives (by blood and/or marriage) between WCSD, Officers of WCSD, key employees of WCSD, current and former WCSD Board of Trustees members and any other current and former WCSD personnel.

