

Required Conflict of Interest Disclosures

Type of Disclosure	Who Should File	Required Form	Where & When to File	Maintained by District
Substantial interest in a business entity – Tex. Loc. Gov't Code § 171.002(a).	Trustees, as required by law. Superintendent and others as required by Policy DBD(LOCAL).	Policy BBFA(EXHIBIT A)	File completed form with district's official record keeper, named in Policy CPC(LOCAL), before a decision or vote involving the business.	Maintain in district records until 5 years after the official leaves office.
Substantial interest in real property – Tex. Loc. Gov't Code § 171.002(b).	Trustees, as required by law. Superintendent and others as required by Policy DBD(LOCAL).	Policy BBFA(EXHIBIT A)	File completed form with district's official record keeper, named in Policy CPC(LOCAL), before a decision or vote involving the property.	Maintain in district records until 5 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 Policy DBD(LOCAL).	Policy BBFA(EXHIBIT B)	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 5 years after the official leaves office.
Income over \$2,500 from vendor – Tex. Loc. Gov't Code § 176.003.	Trustees and superintendents, as required by law. Others as required by Policy DBD(LOCAL).	Form CIS www.ethics.state.tx.us/forms/CIS.pdf	File completed form with district's records administrator by 5 p.m. on 7th business day after knowledge of relationship.	Post on district's Website and retain with district records – Tex. Loc. Gov't Code § 176.009(a).
Gifts over \$250 from vendor – Tex. Loc. Gov't Code § 176.003.	Trustees and superintendents, as required by law. Others as required by Policy DBD(LOCAL).	Form CIS www.ethics.state.tx.us/forms/CIS.pdf	File completed form with district's records administrator by 5 p.m. on 7th business day after knowledge of relationship.	Post on district's Web site and retain with district records – Tex. Loc. Gov't Code § 176.009(a).
Vendor that has given income or gifts to a trustee or superintendent – Tex. Loc. Gov't Code § 176.006(a).	District vendors	Form CIQ www.ethics.state.tx.us/forms/CIQ.pdf	File completed form with district's records administrator within 7 business days of knowledge of relationship.	Post on district's Web site and retain with district records – Tex. Loc. Gov't Code § 176.009(a).

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