

## Required Conflict of Interest Disclosures

Type of Disclosure	Who Should File	Required Form	Where & When to File	Maintained by District
<b>Substantial interest in a business entity or real property</b> - 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)	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.
<b>Interest in real property to be acquired by district</b> - 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)	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.
<b>Income over \$2,500 from vendor</b> - Tex. Loc. Gov't Code § 176.003.	Trustees, superintendents, and other local government officers as required by law.	Form CIS <a href="https://www.ethics.state.tx.us/forms/CIS.pdf">https://www.ethics.state.tx.us/forms/CIS.pdf</a>	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.
<b>Gifts over \$100 from vendor</b> - Tex. Loc. Gov't Code § 176.003.	Trustees, superintendents, and other local government officers as required by law.	Form CIS <a href="https://www.ethics.state.tx.us/forms/CIS.pdf">https://www.ethics.state.tx.us/forms/CIS.pdf</a>	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.
<b>Family relationship</b> - Tex. Loc. Gov't Code § 176.003.	Trustees, superintendents, and other local government officers as required by law.	Form CIS <a href="https://www.ethics.state.tx.us/forms/CIS.pdf">https://www.ethics.state.tx.us/forms/CIS.pdf</a>	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.
<b>Vendor that has given income or gifts to a trustee, superintendent, or officer, or family relationship</b> - Tex. Loc. Gov't Code § 176.006.	District Vendors	Form CIQ <a href="https://www.ethics.state.tx.us/forms/CIQ.pdf">https://www.ethics.state.tx.us/forms/CIQ.pdf</a>	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)*

*Updated December 2015*