Declaration of Interest Regarding a Transaction

(File either Section A or Section B as applicable)

A. A member of the Prince William County School Board or PWCS employee who has a personal interest in a transaction may participate in such transaction if he/she is a member of a business, profession, occupation, or group of three or more persons the members of which are affected by the transaction, if he/she submits this Declaration to the Associate Superintendent for Human Resources prior to participating in such transaction or discussing the same, but no later than the end of the next business day thereafter. If the Declaration is submitted by a School Board member, it must be filed with the Clerk of the School Board

1. Name and position with Prince William County Public Schools:

2. Proposed transaction:

3. Nature of my interest in the transaction:

4. Business, profession, occupation, or group of which I am a member that is affected by this transaction:

5. I declare and attest that despite my membership in such business, profession, occupation, or group, I am able to participate in this transaction fairly, objectively, and in the public interest.

B. A member of the Prince William County School Board or PWCS employee who has a personal interest in a transaction may participate in such transaction when a party to the transaction is a client of his firm if he/she does not personally represent or provide services to such client, and he/she submits this Declaration to the Associate Superintendent of Human Resources prior to participating in such transaction or discussing the same, but no later than the end of the next business day thereafter. If the Declaration is submitted by a School Board member, it must be filed with the Clerk of the School Board

1 “Business” means a corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust or foundation, or any other individual or entity carrying on a business or profession, whether or not for profit.

2 “Transaction” means any matter considered by the School Board, whether in a committee, subcommittee, or other entity of the Prince William County Public Schools, on which official action is taken or contemplated.
1. Name and position with Prince William County Public Schools:

________________________________________________________________________

2. Proposed transaction:

________________________________________________________________________

3. Party to the transaction who is a client of my firm and name of my firm:

________________________________________________________________________

4. I hereby attest and declare that I do not personally represent the aforementioned client nor provide services to such client and that I am able to participate in the transaction objectively, fairly, and in the public interest.

____________________________________  _________________________
Signature                                         Date

____________________________________  _________________________
Signature of Supervisor/Superintendent’s Designee  Date

c: Associate Superintendent for Human Resources