



**DeKalb County Schools Board Policy**  
**GAG- Exhibit I : Staff Conflict of Interest**

All District employees are required to disclose, on an annual basis, whether they are a relative of any other current District employee, including the Superintendent or current member of the Board of Education. Additionally, employees are required to disclose, in writing, to the District if they are employed by a vendor approved to do business with the District. Failure to disclose this information may result in disciplinary action, up to and including, termination.

**VENDOR DISCLOSURE INFORMATION FORM**

I verify that I am employed with a vendor approved to do business with the DeKalb County School District.

Vendor Name \_\_\_\_\_

Vendor Tax Identification Number \_\_\_\_\_

Position Held with Vendor \_\_\_\_\_

Number of Hours Worked Per Week with Vendor \_\_\_\_\_

\_\_\_\_\_

Employee Signature

Date

Employee Identification Number \_\_\_\_\_

**Forward this form to the Division of Human Resources, Employee Records  
Department.**

**Please keep a copy for yourself.**