

The Howard University
Disclosure Statement
for Proposed Sole Source Purchase

*Each individual involved in making the recommendation to sole source a purchase **must complete, sign, and submit a Disclosure Statement with the applicable contract review request and purchase requisition.** Please copy the Disclosure Statement as necessary for each individual to complete. Attach additional sheets if needed.*

1. Does the company you are recommending to sole source sponsor research that you or any other member of your staff are currently involved in or were involved in during the past 12 months? Please explain below.

2. Are you or any member of your department staff currently pursuing research with this suggested company, or do you anticipate that this company will sponsor research that your department will be involved in during the next 12 months? If so, please name the project and indicate the amount of research or other grant below.

3. Please indicate if you have received any honoraria (over \$250) from this company during the past 12 months.

4. Please list any other income or gifts you received from this company during the past 12 months.

5. Please list any financial interest (stocks, shares, investments, etc.) you may have in this company.

6. Is there any type of professional or other business relationship between you and this company?

7. To the best of your knowledge, does any member of your departmental staff have a business relationship with this company?

8. Do you or any of your near relatives have any financial interest in this company?

9. Please provide any additional information you believe should be disclosed at this time.

10. I certify that the above information is true and a signed copy of this Sole Source Disclosure Statement will be kept on file and available for audit in my department:

Signature

Printed Name and Title

Date