

# Conflict of Interest (Gift or Gratuities) Determination Processing Form

Employee Name: \_\_\_\_\_

Job title/Dept: \_\_\_\_\_

Supervisors Name: \_\_\_\_\_

Date of Disclosure: \_\_\_\_\_

Employee's disclosure: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's comments on disclosure: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Fairbanks North Star Borough is subject to the Alaska Public Records Act, AS 40.25 et seq. and this document may be subject to public disclosure under state law.

**FORM ROUTING:**

\_\_\_\_\_  
*Employee*  
\_\_\_\_\_  
*Supervisor*  
\_\_\_\_\_  
*Human Resources*  
\_\_\_\_\_  
*Legal*  
\_\_\_\_\_  
*Mayor's Office*  
\_\_\_\_\_  
*Human Resources*  
\_\_\_\_\_  
*Human Resources Notification to Employee/Supervisor*

***Human Resources will notify the employee and supervisor of final determination. A copy will be placed in the employee's personnel file.***

The Borough Code of Ordinances 6.32.050.) states:

The mayor or a borough employee may not solicit, accept, or receive, directly or indirectly, a gift, whether in the form of money, service, loan, travel, entertainment, hospitality, employment, promise, or in any other form, that is a benefit to his personal or financial interests, under circumstances in which it could reasonably be inferred that the gift is intended to influence the performance of official duties, actions, or judgment or confer a benefit for past performance of official duties, actions or judgment.

**Borough Attorney Findings:**

\_\_\_No apparent conflict. Under the circumstances, the gift cannot reasonably be expected to influence the employee in the performance of his/her official duties, nor is it extended as reward for any official action.

\_\_\_Conflict for following reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_Unable to determine need additional information:

\_\_\_\_\_  
Borough Attorney

\_\_\_\_\_  
Date

**Determination Approved:**

\_\_\_\_\_  
Borough Mayor

\_\_\_\_\_  
Date

cc: Personnel file