

**SCHOOL OFFICIAL**  
**REQUEST FOR SCHOOL BOARD WAIVER**

Date: \_\_\_\_\_

Name of the school board member, school administrator or school business manager requesting waiver:

\_\_\_\_\_

Brief explanation of the potential conflict of interest:

Brief explanation of the essential terms of the contract(s) or transaction(s) from which a potential conflict of interest may arise, including:

- (1) all parties to the contract
  
- (2) the person's role in the contract or transaction
  
- (3) the purpose(s)/objectives(s) of the contract
  
- (4) the consideration or benefit conferred or agreed to be conferred upon each party
  
- (5) the length of time of the contract
  
- (6) any other relevant information

Signature of Person Requesting Waiver: \_\_\_\_\_