



THIS SECTION TO BE COMPLETED BY THE REQUESTING SCHOOL OR DEPARTMENT

Date Submitted: _____ Requested Completion Date: _____

Name/Title of Individual Submitting for Review: _____

School/Department: _____ Phone #: _____

Document/Contract Title: _____

Term Dates: _____ to _____

Vendor Name & Additional Information *(include both Public Disclosure Forms fully executed w/submission)*:

REQUIRED APPROVALS/SIGNATURES

Principal/Administrator (for schools only): _____

Area Superintendent (required for schools): _____

Chief Officer (for Departments): _____

Chief IT Officer (if applicable for Software/License Agreements): _____

Upon completion of the above send this form, any related documentation, including fully executed Public Disclosure Forms (Pages 2 and 3 attached), with the contract/document to:

- Office of the General Counsel (non-grant related) via email at legal@washoeschools.net; OR
- Grants Department (grant related) via email to grants@washoeschools.net.

Original signatures are not required.

THIS SECTION TO BE COMPLETED BY THE OFFICE OF THE GENERAL COUNSEL (non-grant related) or GRANTS LEGAL COUNSEL (grant related)

Is a Parent/Guardian Consent/Waiver Required? Yes _____ No _____

Approved: _____ Dated: _____ Re-Draft _____ Dated: _____

(If redraft is required, revised contract must be re-submitted for approval)

Public Disclosure Form: _____ Staff _____ Vendor _____

General Counsel or Grants Legal Counsel Approval: _____

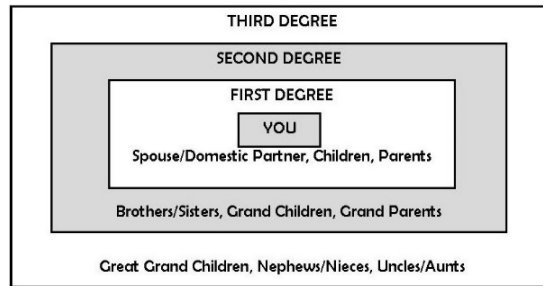
Comments:

PUBLIC DISCLOSURE FORM
To Be Completed By WCSD Staff Requesting Review

Staff Name and Title: _____

I understand that per NRS 281A.020 a public office is a public trust and shall be held for the sole benefit of the people; and a public officer or employee must commit himself or herself to avoid conflicts between the private interests of the public officer or employee and those of the general public who the public office or employee serves. Furthermore, I understand that pursuant to Washoe County School District (WCSD) Board of Trustees Policy 4505 and per NRS 281A.400, WCSD employees (as public officers) shall not seek or accept any gift, service, favor, employment, engagement, emolument or economic opportunity, including, but not limited to, unlawful compensation, salary, retainer, augmentation, expense allowance, commission, personal profit, pecuniary interest in the course of performing WCSD duties. In addition, WCSD employees (as public officers) shall not use their positions to secure or grant unwarranted privileges, preferences, exemptions or advantages for the public officer or employee with any business entity. I certify and acknowledge by signature below that I am a WCSD employee and that failure to disclose all facts relative to a conflict or potential conflict of interest (ethical standards) with regards to the specific solicitation to which the firm/agency is submitting to WCSD may result in a violation of District policy, regulation and/or state law related to ethics.

1. I certify that I have no pecuniary/financial interests with Vendor/Contractor and/or any Principal or Staff of Vendor/Contractor.
2. To the third degree of consanguinity (refer to chart below), I have listed all of my personal relationships, partnerships, correlations, and relatives (by blood and/or marriage) with Vendor/Contractor.



Complete chart below. Additional sheets may be attached, if necessary. Write in **N/A** if non-applicable.

WCSD Employee or Employee Relation's Name (First, Last)	Title / Position	Relations / Association to Vendor/Contractor	Pecuniary Interest (Y or N)

Print Name: _____ Signature: _____

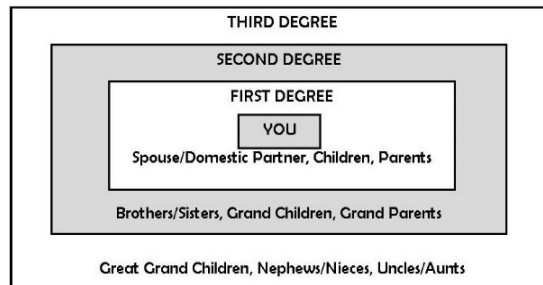
Title: _____ Date: _____

PUBLIC DISCLOSURE FORM
To Be Completed By Vendor/Contractor

Vendor/Contractor Name _____

I understand that per NRS 281A.020 a public office is a public trust and shall be held for the sole benefit of the people; and a public officer or employee must commit himself or herself to avoid conflicts between the private interests of the public officer or employee and those of the general public who the public office or employee serves. Furthermore, I understand that pursuant to Washoe County School District (WCSD) Board of Trustees Policy 4505 and per NRS 281A.400, WCSD employees (as public officers) shall not seek or accept any gift, service, favor, employment, engagement, emolument or economic opportunity, including, but not limited to, unlawful compensation, salary, retainer, augmentation, expense allowance, commission, personal profit, pecuniary interest in the course of performing WCSD duties. In addition, WCSD employees (as public officers) shall not use their positions to secure or grant unwarranted privileges, preferences, exemptions or advantages for the public officer or employee with any business entity. I certify and acknowledge by signature below that I am a duly authorized agent of the submitting firm/agency named above and that failure to disclose all facts relative to a conflict or potential conflict of interest (ethical standards) with regards to the specific solicitation to which the firm/agency is submitting to WCSD may result in a rejection of said solicitation submission or termination of any resulting contract/agreement should the above-named firm be awarded.

1. I certify that I and my firm/agency and/or principals of my firm/agency have no pecuniary/financial interests between WCSD, Officers of WCSD, key employees of WCSD, current and former WCSD Board of Trustees members, and any other current and former WCSD personnel.
2. To the third degree of consanguinity (refer to chart below), I have listed all of my and firm/agency principals and firm/agency key personnel's personal relationships, partnerships, correlations, and relatives (by blood and/or marriage) between WCSD, Officers of WCSD, key employee of WCSD, current and former WCSD Board of Trustees members and any other current and former WCSD personnel.



Complete chart below. Additional sheets may be attached, if necessary. Write in **N/A** if non-applicable.

Submitting Firm Employee Name (First, Last)	Title / Position	Relations / Association to WCSD Personnel	Name of WCSD Personnel	Pecuniary Interest (Y or N)

Print Name: _____ Signature: _____

Title: _____ Date: _____



Responsible: Office of the General Counsel

PURPOSE

This administrative procedure is used for the review and approval of documents such as contracts, agreements, leases, memorandums of understanding, and other legally binding document where no exchange of money will take place between another entity or entities and the Washoe County School District ("District").

PROCEDURE

1. Step One – "SCHOOL/DEPARTMENT SEEKING APPROVAL SHALL COMPLETE TOP HALF OF THIS FORM"

a. For documents that DO NOT require an expenditure of District funds, the department/school seeking review and approval shall complete the Administrative Form 3327 Document Review with NO Exchange of Money with the following information:

- i. Date submitted and requested completion date;
- ii. Name and title of individual submitting document;
- iii. School or department;
- iv. Phone number;
- v. Document/Contract title;
- vi. Term dates (beginning and ending); and
- vii. Vendor Name & Additional Information* – include a description of the document and/or any specific questions;

* Completed and fully executed copies of both Public Disclosure Forms are to be completed and submitted with review documentation.

1. WCSD Staff Requesting Contract (AF 3327; Page 2 of 3)
2. Vendor/Contractor (AF 3327; Page 3 of 3).

2. Step Two – "REQUIRED APPROVALS / SIGNATURES"

a. Schools

- i. For schools, documents must be approved by the principal.
- ii. Documents approved by the principal shall be reviewed and approved by the area superintendent of the Office of School Leadership; or



executive director of the Office of Student Services, as applicable.

- b. Departments / Non-Schools
 - i. For departments/non-schools, all documents must be approved by the department head.
 - ii. Documents approved by the department head shall be reviewed and approved by the Chief Officer.
 - c. For software/license agreements, the contract/agreement must be reviewed and approved by the Chief Information Officer from the Office of Information Technology.
 - d. Forward the contract/agreement and contract review form with appropriate signatures to the Office of the General Counsel.
3. Step Three – “THIS SECTION TO BE COMPLETED BY THE OFFICE OF THE GENERAL COUNSEL (non-grant related) or GRANTS LEGAL COUNSEL (grant related)”
- a. If the agreement results in the need for a parent/guardian consent form for the associated activity, the Office of the General Counsel must be contacted by the school/department.
 - b. The Office of the General Counsel will either:
 - i. Approve the document to form and return it to the school/department for final execution; or
 - ii. Return the document for redraft. If a redraft is required, the revised contract must be resubmitted for approval.
 - c. If the document is tied to a grant application or grant funded program, even where no expenditure of funds will occur, review will be conducted by the Grants Legal Counsel.
 - i. The Grants Legal Counsel will either:
 - i. Approve the document to form and return it to the school/department for final execution; or
 - ii. Return the document for redraft. If a redraft is required, the revised contract must be resubmitted for approval.
4. Step Four – NOTICE AND EXECUTION
- a. If the final document requires a District signature, the Purchasing Department will be notified and the Director of Procurement and Contracts has the authority to execute the document on behalf of the District.



IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District’s Strategic Plan and aligns with the governing documents of the District, to include:
 - a. Board Policy 3321, Bids/Quotations and Contracts
 - b. Administrative Regulation 3322, Bids/Quotations and Contracts
 - c. Administrative Form 3327, Document Review – No Exchange of Money

REVISION HISTORY

Date	Revision	Modification
6/3/2020	v8.0	Revised; added Public Disclosure Form requirements.