

PROCUREMENT DISCLOSURE REQUIREMENTS
Potter-Randall Appraisal District

According to Local Government Code, Chapter 176, a person or an agent of a person who contracts or seeks to contract for the sale or purchase of property, goods, or services with Potter Randall Appraisal District must file a completed Conflict of Interest Questionnaire for Vendors or Local Government Officers with the Purchasing Department not later than the seventh business day after the date that the person begins contract discussions or negotiations with the Appraisal District or submits to the Appraisal District an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the Appraisal District. This Conflict of Interest Questionnaire must be filed annually by January 1 as long as the person or the agent of the person continues to contract or seek to contract for the sale or purchase of property, goods, or services with the Appraisal District or not later than the seventh business day after the date the originally filed questionnaire becomes incomplete or inaccurate. The completion of the Conflict of Interest Questionnaire is not needed if the person is an employee of a governmental entity and is acting in the employee's official capacity.

I have read and understand the Procurement Disclosure Requirements. I am aware the Conflict of Interest Questionnaire is located on the Intranet as well as the PRAD.org website.

Printed Name

Signature

Date