

**Type or write legibly!!**

**CONFLICT OF INTEREST QUESTIONNAIRE**

**FORM CIQ**

**For vendor or other person doing business with local governmental entity**

**OFFICE USE ONLY**

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

Date Received

**1. Name of person doing business with local governmental entity.**

**Fill in full name of person trying to do business with or who is doing business with the City – the name of person signing this form.**

2.  **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

**Check the above box if this an update form for one previously filed.**

**Updates are required by September 1 of each year in which person submits a proposal, bid or response to City, or begins contract discussions or negotiations.**

**Update also required when circumstances change.**

**3. Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.**

**Describe how you are affiliated or related to (a) a City of Waco employee or (b) contractor with the City of Waco (such as an engineering or architectural firm) who makes recommendations to the City on the expenditures of money. You should identify the employee or contractor as applicable.**

**If no affiliation or business relationship exists, state "None."**

**4. Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.**

**Describe how you are affiliated or related to a member of the Waco City Council or the Waco City Manager.**

**You should include the identity of the Council member or the Manager, as applicable.**

**If no affiliation or business relationship exists, state "None."**

**Complete one of these pages for each Council Member / City Manager with whom there is an affiliation or business relationship.**

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**5. Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)**

***Insert name of local government officer (City Council member or City Manager)***

This section, Item 5 (including subparts A, B, C & D) must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes       No      **Check one**

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes       No      **Check one**

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes       No      **Check one**

D. Describe each affiliation or business relationship.

***Insert description that explains where you answered "Yes" above on A, B, or C.***

**6. Describe any other affiliation or business relationship that might cause a conflict of interest.**

***Insert description.***

***You must date and sign the form***

7. \_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date