

**PRINCIPALS AND EMPLOYEES  
GENERAL DISCLOSURE STATEMENT**

If you have a financial interest in potential transactions with the district where you are employed, you have an affirmative obligation under Act 1599 to fully disclose the relationships and potential transactions before the district enters the contract or before services are performed.

Disclosure must be made by completing the form below. The form must be completed and submitted to the superintendent's office by September 15.

Ignoring this requirement or knowingly failing to comply with the provisions of 1599 could result in the filing of criminal felony charges.

**GENERAL DISCLOSURE**

Employee Name: \_\_\_\_\_  
School District: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Work Telephone: \_\_\_\_\_

I am declaring a financial interest and/or relationship with the following vendor:

\_\_\_\_\_

State specific nature of your financial interest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relationships that need to be disclosed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Submitted

Please return signed and dated disclosure to superintendent's office by September 15.