To: Executive Vice Presidents, Vice Presidents, Vice Provosts, Chancellors, Deans, Directors and Heads of Schools, Divisions, Departments and Offices

Fr: Al Diaz, Executive Vice President for Business and Finance, Treasurer
Tim Sands, Executive Vice President for Academic Affairs and Provost

Re: Annual Reminder

Date: June 24, 2011

1. Individual Financial Conflicts of Interest and Conflicts of Commitment and Reportable Outside Activities

All disclosures of financial interest, requests for permission to engage in Reportable Outside Activities, and conflict of interest disclosures approved for 2010-2011 will expire at the close of the fiscal year, June 30, 2011. If the financial interest and/or activity will continue in 2011-2012, a new Conflict of Interest Disclosure Statement (pdf), Research Related Financial Interest Disclosure Form (pdf) and/or Reportable Outside Activity Form (pdf) (if applicable) should be submitted. A Conflict of Interest Disclosure Statement should also be submitted for each new financial interest held by an employee, his/her spouse/partner, or his/her dependent children in a University contract, procurement of goods or services, loan or investment. A new Conflict of Interest Disclosure Statement, Research Related Financial Interest Disclosure Form and/or Reportable Outside Activity Form (if applicable) should also be submitted for each new outside activity. For more information, please consult the following websites:
Conflicts of Commitment and Reportable Outside Activities (X.2.4)
Individual Financial Conflicts of Interest (X.2.3)
Office of the Vice President for Ethics and Compliance Resources
Office of the Vice President for Research Conflict of Interest: Policies and Management

2. Sabbatical Leaves

Staff members who have been on sabbatical leave of absence for part or all of the 2010-2011 year should submit a written report on their absence to their department head and dean. For more information, please consult the following web-site:

3. Travel Authorizations

Departmental In-State Travel and Blanket Travel Authorizations should be updated and retained in the Departmental Business Office for fiscal year 2011-2012.
http://www.purdue.edu/business/procurement/travel/Approval_Reimbursement/approval2.html#instate.