

June 15, 2009

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

RE: Annual Reminder

1. FINANCIAL INTERESTS, OUTSIDE ACTIVITIES & CONFLICTS OF INTEREST DISCLOSURE

All disclosures of financial interest, requests for permission to engage in outside activities, and conflict of interest disclosures approved for 2008-2009 will expire at the close of the fiscal year, June 30, 2009. If the financial interest and/or activity will continue in 2009-2010, a new Form C-1 and/or Form 32A (if applicable) should be submitted. Form C-1 should also be submitted for each new financial interest held by an employee, his/her spouse, or his/her dependent children in a University contract, procurement of goods or services, loan or investment. A new Form 32A and Form C-1 (if applicable) should also be submitted for each new outside activity. For more information, please consult the following website: <http://www.purdue.edu/Research/vpr/rschadmin/coi/index.shtml>.

2. SABBATICAL LEAVES

Staff members who have been on sabbatical leave of absence for part or all of the 2008-2009 year should submit a written report on their absence to their department head and dean. For more information, please consult the following web-site: http://www.purdue.edu/POLICIES/pages/human_resources/b_11.html.

3. TRAVEL AUTHORIZATIONS

Departmental In-State Travel and Blanket Travel Authorizations should be updated and retained in the Departmental Business Office for fiscal year 2009-2010. http://www.purdue.edu/travel/Approval_Reimbursement/approval2.html#blanket.



France A. Córdoba
President