**Directions for Employees with a Conflict of Interest in a contracting firm seeking to engage in business with**

**Radford University**

1. Read thoroughly Step 1, University Employee with University Contractor Affiliation/Conflict of Interest (COI), including the cited Code of Virginia Statute relating to Conflict of Interest by an Employee of the university.

2. Complete “Petition to Request a Written Finding of the President of Radford University Regarding an Employee’s Conflict of Interest” form.

3. Submit form to Radford University Procurement and Contracts Office (Attn: Kimberly Dulaney, Executive Director), David E. Armstrong Complex, 501 Stockton Street, PO Box 6885, Radford, VA, 24142.

4. The employee will receive a written finding via the Procurement Office regarding the decision of the University.

5. For employees who receive a finding stating it is in the best interest to do business with the university, University Counsel may request a Statement of Economic Interests financial disclosure to be submitted with the Commonwealth of Virginia and mandated Conflict of Interest Act training for those required to submit a financial disclosure form.

Questions regarding this process should be directed to Kimberly Dulaney, Executive Director of Strategic Sourcing, Procurement and Contracts, kddulaney@radford.edu, 540-831-6092.