

LOS ANGELES UNIFIED SCHOOL DISTRICT

**BOOK AND INSTRUCTIONAL MATERIAL ORDERS - CONFLICT OF INTEREST CERTIFICATION**

This Conflict of Interest Certification form is required for all shopping carts that contain Book and Prepared Instructional Materials valued at more than (>) \$92,600. This form must be signed under penalty of perjury by the Principal or Site Administrator and Local District/Division Administrator for those purchases that are greater than \$92,600 but less than \$100,000, indicating that no conflict of interest exists with the publisher. In addition, this form must be signed by the Chief Academic Officer, Office of Curriculum and Instruction for those purchases that are greater than \$100,000.

**Books** include: Textbooks (textbooks designed for use by pupils and their teachers as a learning resource, including supplemental textbooks for classroom use and basic textbooks designed for pupils as a principal learning resource to meet the basic requirements of an intended course or grade level), Library Books (books other than textbooks, including reference books, circulated from the school library) and Other Books (books other than textbooks and library books, excluding books for teacher training or other employee training subject matter). **Prepared Instructional Materials** (materials designed for use by pupils and their teachers as a learning resource and that help pupils to acquire facts, skills, or to develop opinions and cognitive processes). Materials may be printed or non-printed, and may include items such as textbooks, technology-based materials, educational materials, tests, software (instructional computer software, instructional CD-ROMs, instructional DVDs, instructional software upgrade and maintenance). This certification may not be used for: Supply and Equipment items used in an instructional nature.

Shopping Cart No. \_\_\_\_\_ School/Office \_\_\_\_\_ Date \_\_\_\_\_  
 Publisher \_\_\_\_\_ Publisher Contact \_\_\_\_\_ Phone No. \_\_\_\_\_

**PURCHASES:** (Attach additional pages if necessary)

Author	Title	ISBN	Copyright	Subtotal	Sales Tax	Delivery/ Freight	Total

Are these materials **District-adopted or District-approved** textbooks/library books/software/etc.? Yes  No

If no, are these **non-District-adopted or non-District-approved** textbooks/library books/software/etc. in alignment with the Superintendents instructional goals? Yes  No

If yes, provide justification for selection of textbooks/library books/software/etc. Attach additional pages if necessary.

Will you or an immediate family member receive compensation based upon the sale of these materials? If yes, explain: Yes  No

Indicate Funding Line: GL ACCOUNT: \_\_\_\_\_ FUND: \_\_\_\_\_ FUNC. AREA: \_\_\_\_\_ COST CENTER: \_\_\_\_\_  
 (Attach additional pages if necessary)

**CERTIFICATION**

*I declare under penalty of perjury under the laws of the State of California that I have complied with the selection process required by the Board of Education and that supporting documents are on file in my office and available for inspection upon request. **I also certify under penalty of perjury that there is no conflict of interest with the publisher selected above.***

\_\_\_\_\_  
*Principal/Site Administrator Signature* \_\_\_\_\_  
*Print Name/Title* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Local District / Division Administrator Signature* \_\_\_\_\_  
*Print Name/Title* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Chief Academic Officer, Curriculum & Instruction Signature* \_\_\_\_\_  
*Print Name/Title* \_\_\_\_\_  
*Date*