



## State of New Jersey Business Disclosure Form

### Background

The New Jersey Conflicts of Interest Law<sup>1</sup> requires State officers and employees and special State officers and employees of State agencies<sup>2</sup> to file disclosure statements about personal and business relationships with vendors. The Attorney General has determined that only individuals involved in the procurement process need to complete the form. In addition, the Attorney General determined that the form should cover the period of 5 years prior to the completion of the form.

**Procedures** The State of New Jersey Business Disclosure Form must be completed as follows: All employees involved in the procurement process are required to complete the Questionnaire annually. Involvement in the procurement process means drafting, reviewing, evaluating or making contract awards or substantially assisting in any of those tasks. The College of New Jersey has determined that this would include all staff at a level of Director and above, principle investigators on grants, as well as Procurement staff in Finance and Business services.

Completed forms must be sent to the College's Ethics Liaison Officer ([ethics@tcnj.edu](mailto:ethics@tcnj.edu) or Green Hall 207). If you have any questions, contact The College Ethics Office at x2734 or [ethics@tcnj.edu](mailto:ethics@tcnj.edu)

### Other Resources

For a more complete discussion of this subject, see Frequently asked questions regarding the Personal and Business Disclosure Form, at <http://www.nj.gov/ethics/docs/forms/faqbdf.pdf> .

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<sup>1</sup> N.J.S.A. 52:34-10.9

<sup>2</sup> N.J.S.A. 52:34- 10.11