

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**BOOKS AND INSTRUCTIONAL MATERIALS ORDERS - CONFLICT OF INTEREST CERTIFICATION**

**This Conflict of Interest Certification form is required for all shopping carts that contain Book and Instructional Materials valued at more than (>) the State Bid Limit of \$114,800. This form must be signed under penalty of perjury by the Principal or Site Administrator, Region/Division Administrator, and Chief Academic Officer of the Division of Instruction; certifying that no conflict of interest exists with the publisher.**

**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). **Instructional Materials** includes 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. Instructional Materials may be printed or non-printed, and may include items such as textbooks, technology-based materials, other 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/<br>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* \_\_\_\_\_

\_\_\_\_\_  
*Region / Division Administrator Signature* \_\_\_\_\_  
*Print Name/Title* \_\_\_\_\_  
*Date* \_\_\_\_\_

\_\_\_\_\_  
*Division Head Signature* \_\_\_\_\_  
*Print Name/Title* \_\_\_\_\_  
*Date* \_\_\_\_\_