|  |  |
| --- | --- |
| DATE: | Insert Date |
|  |  |
| TO: | Insert Name Here |
|  |  |
| FROM: | Insert Agent Name Here |
|  |  |
| SUBJECT: | Insert Title |

It has been brought to my attention that ((VENDOR)) may be owned/operated by ((NAME OF EMPLOYEE)) a UW-Madison ((DEPT. NAME)) employee.

Our purchasing agent will hold any purchase orders to ((VENDOR)) until I have a response to the following:

\_\_\_\_\_ There is a potential conflict of interest; please cancel any orders to ((VENDOR))

\_\_\_\_\_ I see no conflict of interest; please process orders to ((VENDOR))

 Your signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your assistance in clarifying this matter.