

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 11.01.002	PAGE 1 of 2
	EFFECTIVE DATE February 11, 2009	
SUBJECT Conflict of Interest	SUPERSEDES 11.01.002	DATED December 15, 1993
CHAPTER State Equipment Fleet	SECTION General Administration	APPROVED BY Signature on File

PURPOSE

This formalizes the policy and procedure (P&P) of the department on identifying those state employees who are ineligible to purchase or submit bids for surplus state equipment fleet vehicles, equipment or parts.

POLICY

It is the policy of the department that an employee who has been directly or indirectly involved in the disposal, maintenance, or preparation for sale of surplus vehicles, equipment or parts may not directly or indirectly purchase or agree with another person to purchase the same.

PROCEDURE

Request for a waiver of this policy must include the asset number of the vehicle or equipment, the location of the sale and a statement that there was not direct or indirect involvement in the maintenance or excess of the items requested. The waiver must be received by the fleet manager five (5) days prior to the auction in order to be considered.

The following personnel are **ineligible to obtain a waiver** to purchase state vehicles or equipment:

- All SEF headquarters employees
- All SEF district equipment managers
- All SEF equipment forepersons

All State Equipment Fleet employees, other than those noted above, M&O district superintendents and M&O station foreman, are required to obtain a waiver prior to bidding on excess fleet vehicles, equipment or parts.

AUTHORITY

AS 36.30.040
2 ACC 12.600 (e)
AS 39.52

IMPLEMENTATION RESPONSIBILITY

Statewide equipment fleet manager, district equipment managers

DISTRIBUTION

All department employees via the DOT&PF website