## **INSTRUCTIONS:**

- 1. The disclosure statement must be submitted by purchasing personnel prior to the award of any major contract.
- 2. This statement must be submitted even if you answer "no" to questions 1 and 2 in part 2.
- 3. A copy of this statement should be submitted to the administrative head of the state agency.
- 4. A new or amended statement must be promptly filed with the parties listed in step 3 of these instructions whenever there is new information to report under Texas Government Code, Section 2262.004.

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