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TO: \_\_\_\_\_

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

SUBJECT: Board Policy #7151 - Conflict of Interest

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I request your approval to waive Board Policy #7151 – Conflict of Interest to allow

\_\_\_\_\_, to be retained as  
(name of vendor/contractor)

\_\_\_\_\_ for  
(title or description of service to be provided)

\_\_\_\_\_. Because he/she is the  
(name of event/club/department)

\_\_\_\_\_ of \_\_\_\_\_, a  
(relationship) (name of employee/board member)

full-time John A. Logan College employee or member of the John A. Logan College Board of Trustees, it has been determined that his/her employment without Presidential approval is a violation of the College's conflict of interest policy.

Thank you for considering this matter.

Approved: \_\_\_\_\_  
Vice President Date

Approved: \_\_\_\_\_  
President Date