

# UCLA Sales and Service External Customer Pre-screening Questionnaire

This form is used to collect external customer information when UCLA departments plan to provide services and/or goods to an external customer. The information is used to satisfy export control requirements and for conflicts of interest screening required by UCLA Policy 340. If the external customer is identified as a restricted party by Visual Compliance or if a conflict of interest is identified by the Sales and Service Office, then a notification will be sent to the Department Contact, the Sales and Service Advisory Committee and to the Dean, Vice Chancellor, or other delegate with signature authority for the execution of the UCLA Terms & Conditions for Sales & Service Agreement.

**\* Required**

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## UCLA INFORMATION

1. Full Name\*
2. E-mail Address\*
3. UCLA Employee ID\*
4. Work Title\*
5. Department ID\*  
(4 digit number)
6. Department Sales and Service  
Fund Number\* (5 digit number)
7. Name of Dean, Vice Chancellor, or other delegate with signature authority who will  
be signing off the UCLA Terms & Conditions for Sales & Service Agreement\*
8. E-mail of Dean, Vice Chancellor, or other delegate with signature authority who will  
be signing off the UCLA Terms & Conditions for Sales & Service Agreement\*

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## CLIENT INFORMATION

9. External Customer Business/Company Name (For sole proprietor without company  
name, enter the sole proprietor's name)\*

10. External Customer Business

Contact Name & E-mail\*

11. External Customer Business

Address\*

12. External Customer Business

Country (For non-U.S. only)

13. Is this a current/past customer or potential new customer?\*

*Mark only one oval*

Current / Past customer that we have  
done business in the past

New potential customer that we have  
never done business before

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FINANCIAL INTEREST

14. Does the proposed agreement involve the provisions of goods or services to a business entity in which university employee(s) has a financial interest? [Footnote: A financial interest consists of a direct or indirect investment worth \$2,000 or more; any source of income to the employee aggregating \$500 or more provided or promised in the preceding 12 months; or a position in a business entity as a director, officer, partner, trustee, employee, or member of management.]\*

*Mark only one oval*

No (please go to question 17.)

Yes (please go to question 15.)

15. Did the university employee(s) with the financial interest make, participate in making, or attempt to influence [Footnote: "Influence" includes contact with a campus official for the purpose of affecting the decision] the proposed UC decision to provide goods or services?

*Mark only one oval*

No (please go to question 17.)

Yes (please go to question 16.)

16. Does the proposed agreement involve the financially interested individual(s)' teaching or research responsibilities?

*Mark only one oval*

No (please go to question 17.)

Yes (please go to question 17.)

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#### OWNERSHIP INTEREST

17. Is the proposed agreement with a business entity of which an employee or the employee's near relative owns 10% or more? [footnote: "Near relative" means spouse, child, parent, brother, sister, son-in-law, father-in-law, mother-in-law, brother-in-law, and step relatives in the same relationship. It also includes a domestic partner and a relation of a domestic partner in one of the foregoing relationships.]\*

*Mark only one oval*

No (please go to question 19.)

Yes (please go to question 18.)

18. Does the employee with the 10% or greater ownership interest (or whose near relative has a 10% or greater ownership interest) have teaching or research responsibilities?

*Mark only one oval*

No (please go to question 19.)

Yes (please go to question 19.)

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#### TIME COMMITMENT

19. Does the proposed agreement involve a commitment of time by an employee?\*

*Mark only one oval*

No (please go to question 21.)

Yes (please go to question 20.)

20. Is the proposed time commitment by the employee consistent with his/her percentage time commitment to the University and/or other contractors?

*Mark only one oval*

No (please go to question 21.)

Yes (please go to question 21.)

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#### FACILITIES COMMITMENT

21. Does the proposed agreement involve a commitment of University facilities?\*

*Mark only one oval*

No (please skip question 22.)

Yes (please go to question 22.)

22. Is the proposed commitment of University facilities consistent with the commitment of these facilities to the University and/or other contractors?

*Mark only one oval*

No

Yes

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ADDITIONAL INFORMATION

Please provide any additional information you believe is relevant or helpful.

Please return this External Customer Pre-screening Questionnaire  
to UCLA Costing Policy & Analysis / Sales & Service office