

# Acknowledgement of Disclosure Requirement

## Pursuant to City of Shreveport Code of Ordinances Section 2-51

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*[Board member must complete and return this form,  
whether or not the board or commission member has anything to disclose.]*

I hereby acknowledge that I have read City Code Section 2-51 and I am aware of the disclosure requirements therein.

Name	Board or Commission Member Serves On
Email for future correspondence	Phone Number
Signature	Date

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Please return this form to:

Mail: City of Shreveport  
City Internal Auditor  
P.O. Box 31109  
Shreveport, LA 71130

Fax: 318-673-7911

Email signed & scanned form:  
disclosure@shreveportla.gov

If you have any questions, please contact the City Internal Audit Office at 318-673-7900.

# DISCLOSURE FORM

## Pursuant to City of Shreveport Code of Ordinances Section 2-51

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*[To be completed by the board member only if the member, family member, or legal entity has derived any thing of economic as outlined in City Ordinance Section 2-51.]*

Please check the box that applies:      **Initial Disclosure**      **Annual Disclosure for \_\_\_\_\_**  
(Within 30 days of confirmation)      (Please Indicate Year)

1. \_\_\_\_\_  
Name of Board or Commission member

\_\_\_\_\_  
Address (Street or PO Box, City, State, and Zip) of Board or Commission Member

\_\_\_\_\_  
Board or Commission Member Serves On

2. Board member is filing this annual disclosure for:  
\_\_\_ self [board member derives any thing of economic value of which the board member may be reasonably expected to know, except a subcontract less than \$500 with the city.]  
\_\_\_ legal entity [board member owns 25% or more of legal entity that derives any thing of economic value of which the board member may be reasonably expected to know, except a subcontract less than \$500 with the city. Or the board member owns 1% or more of legal entity that derives any thing of economic value worth \$5,000 or more with the city.]

\_\_\_\_\_  
Name of legal entity

\_\_\_\_\_  
Address of legal entity

\_\_\_\_\_  
Percentage owned of legal entity

\_\_\_\_\_  
Position held by board member in the legal entity

\_\_\_ family member [board member's immediate family that derives any thing of economic value which the board member has knowledge, except a subcontract less than \$500 with the city.]

\_\_\_\_\_  
Name of family member

\_\_\_\_\_  
Address of family member

\_\_\_\_\_  
Familial relationship to board member

DISCLOSURE FORM

3. Name/Description of active contract(s) or subcontract(s) in 20\_\_ : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Income or value derived in 20\_\_ from contract (s) or subcontract (s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. If this is a **Final Filing**, please check all that are applicable:

- Contract or subcontract completed  
Date contract or subcontract completed: \_\_\_\_\_
- Board member no longer serves on board or commission

\_\_\_\_\_  
Name of board member

\_\_\_\_\_  
Email for correspondence

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number