

**481—7.4(68B) Application for consent.** A written application for consent shall be signed by the official and filed with the department in advance of the proposed sale of goods or services. An application shall be considered filed when all the information specified in subrule 7.4(1) is received by the department.

**7.4(1)** The written application shall include the following information:

- a.* The name and address of the prospective employer or recipient of the goods or services;
- b.* The direct or indirect relationship of the department to the regulated entity;
- c.* The anticipated date(s) of employment or delivery of the goods or services;
- d.* A description or list of the goods or services to be supplied, detailing the duties or functions to be performed;
- e.* The amount and form of compensation; and
- f.* An explanation of why the proposed sale of goods or services will not create a conflict of interest or provide financial gain by virtue of the official's position within the department.

**7.4(2)** Consent or denial of consent shall be given in writing by the department in a timely manner. If the consent is denied, the department shall state the reason(s) for the denial.