New legislation effective January 1, 2013 (enacted as part of omnibus ethics legislation Ch. 399, Part A, §4, L. 2011) establishes a database, “Project Sunlight,” which makes available to the public data concerning individuals and firms who appear before State entities with respect to five categories of matters: (1) procurement of State contracts, (2) rate-making, (3) regulatory matters, (4) judicial or quasi-judicial proceedings, or (5) rule-making per the State Administrative Procedures Act. **SUNY is mostly impacted in the area of procurement.** We are required to report appearances by individuals and firms who appear before SUNY decision-makers or persons who advise decision-makers.

Each time you have an appearance that must be reported, fill out the following form and return via e-mail to __________________ within three days of the communication/appearance so that the appearance may be reported in the required five day period.

**Date of Appearance:**

**Type of Meeting:** (Check all that apply)

- ☐ In-Person
- ☐ Telephone
- ☐ Video Conference

**Location of Appearance:**

(MUST INCLUDE ALL FIELDS)

- STREET ADDRESS
- CITY
- STATE
- Zip

**Purpose of Meeting (CATEGORY of meeting):**

(5 CATEGORIES ONLY: PROCURING, RATE MAKING, REGULATORY MATTERS, JUDICIAL, ADOPTION OF A RULE)

**Name of SUNY Contact and Affiliation:** (SUNY SYS ADMIN, SUCF, CAMPUS)

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<th>AFFILIATION</th>
<th>CAMPUS (IF FROM CAMPUS)</th>
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**Company at Appearance:**

(MUST INCLUDE ALL FIELDS)

- STREET ADDRESS
- CITY
- STATE
- Zip

**Company Location:**

(If LARGE COMPANY, LOCATION THAT REPRESENTATIVE WORKS OUT OF)

- STREET ADDRESS
- CITY
- STATE
- Zip

**Outside Representative at Appearance:**

(E.G., COMPANY’S ATTORNEY, LOBBYIST)

**Outside Representatives Location:**

(If LARGE COMPANY, LOCATION THAT REPRESENTATIVE WORKS OUT OF)

- STREET ADDRESS
- CITY
- STATE
- Zip

**Name of Non-SUNY Contacts:**

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For questions on whether or not Project Sunlight applies to your communications, please refer to the SUNY Compliance webpage on Project Sunlight as it applies to SUNY.