

SUNY System Administration

PROJECT SUNLIGHT REPORTING FORM

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: _____ / _____ / _____
MONTH DAY YEAR

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)

NAME	AFFILIATION	CAMPUS (IF FROM CAMPUS)
NAME	AFFILIATION	CAMPUS (IF FROM CAMPUS)
NAME	AFFILIATION	CAMPUS (IF FROM CAMPUS)
NAME	AFFILIATION	CAMPUS (IF FROM CAMPUS)

Company at Appearance: _____

Company Location: _____
(MUST INCLUDE ALL FIELDS) STREET ADDRESS CITY STATE ZIP
(IF LARGE COMPANY, LOCATION THAT REPRESENTATIVE WORKS OUT OF)

Outside Representative at Appearance: _____
(E.G., COMPANY'S ATTORNEY, LOBBYIST)

Outside Representatives Location: _____
(MUST INCLUDE ALL FIELDS) STREET ADDRESS CITY STATE ZIP
(IF LARGE COMPANY, LOCATION THAT REPRESENTATIVE WORKS OUT OF)

Name of Non-SUNY Contacts:

NAME	AFFILIATION
NAME	AFFILIATION
NAME	AFFILIATION
NAME	AFFILIATION

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.

