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 goods and services, (2) rate-making, (3) regulatory matters, (4) judicial or quasi-judicial proceedings, or (5) rule-making per the State Administrative Procedures Act. Given the nature of SUNY activities, we are most likely to be 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 (known as Advisors). SUNY ESF's Purchasing Department will be handling the entry of these appearance reports at the campus level. Each time you have a qualified appearance, including multiple appearances related to a specific procurement, fill out the following form and return via e-mail to ledennis@esf.edu within three days of the communication/appearance.

Date of Appearance/Meeting: _____/_____/_____
MONTH DAY YEAR

Type of Meeting: ☐ In-Person ☐ Video/Web Conference ☐ Telephone (optional)
(Appearances by letter, email, or fax are exempt from reporting. Telephone appearances are optional to report.)

Location of Appearance/Meeting: _____
BUILDING, STREET, CITY, STATE, ZIP

Purpose of Meeting: ___ PROCUREMENT _____

Name of Campus Contact(s):
(Multiple campus participants in a single appearance may be reported on one form)

_____
NAME

_____
NAME

Name of Company at Appearance/Meeting: _____

Company Location: _____
CITY, ZIP ONLY (IF LARGE COMPANY, LOCATION THAT YOUR COMPANY CONTACT WORKS FROM)

Name of Company Contacts:

_____
NAME

_____
NAME

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

Outside Representative's Location: _____
(If different than Company Location above)

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