



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. 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. System Administration will be handling the entry of these appearance reports centrally. 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.

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

Type of Meeting: (Check all that apply) In-Person Video Conference

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

Purpose of Meeting: _____
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: _____
CITY, ZIP ONLY (IF LARGE COMPANY, LOCATION THAT REPRESENTATIVE WORKS OUT OF)

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

Outside Representative's Location: _____
CITY, ZIP ONLY (IF LARGE COMPANY, LOCATION THAT REPRESENTATIVE WORKS OUT OF)

Name of Non-SUNY Contacts:

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.