

BINGHAMTON UNIVERSITY

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 person who advise Decision-Makers (known as Advisors) having to do with procurements \$25,000 and over. Binghamton University Purchasing Department staff will be handling the entry of these appearance reports at the campus level. **Each time you have a qualified appearance related to a specific procurement, (multiple appearances related to one procurement are reported separately), print and complete this form and email it to purchasing@binghamton.edu.**

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

Type of Meeting: In-Person Video/Web Conference
(Appearances by letter, email, telephone or fax are exempt from reporting.)

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, email [Purchasing at purchasing@binghamton.edu](mailto:purchasing@binghamton.edu).