

# Farmingdale State College

## **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 Farmingdale State College's 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 Farmingdale State College's decision-makers or persons who advise decision-makers. Administration and Finance 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 Lisa Bruns in the Purchasing Office at [lisa.bruns@farmingdale.edu](mailto:lisa.bruns@farmingdale.edu) or Dorothy Hughes at [Dorothy.hughes@farmingdale.edu](mailto:Dorothy.hughes@farmingdale.edu) in the Internal Control Office **within three days of the communication/ appearance.**

**Date of Appearance:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MONTH DAY YEAR

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

**Location of Appearance:** \_\_\_\_\_  
BUILDING, STREET, CITY, STATE, ZIP

**Purpose of Meeting:**

\_\_\_\_\_

**Name of Campus Contact:**

\_\_\_\_\_

**Company at Appearance:**

\_\_\_\_\_

**Company Location:**

\_\_\_\_\_

CITY, ZIP ONLY (IF LARGE COMPANY, LOCATION THAT REPRESENTATIVE WORKS OUT OF)

**Name of Company Contacts:**

\_\_\_\_\_

\_\_\_\_\_

For questions on whether or not Project Sunlight applies to your communications, please refer to the <http://www.suny.edu/compliance/topics/projectsunlight> or contact Lisa Bruns at 420-2245 or Dorothy Hughes at 420-2424.