## REPORTABLE AND NON-REPORTABLE APPEARANCES

**STATE UNIVERSITY OF NEW YORK AT BUFFALO**

<table>
<thead>
<tr>
<th>Reportable</th>
<th>Non-Reportable</th>
</tr>
</thead>
<tbody>
<tr>
<td>The vendor is trying to sell you something without a previous request for information from you</td>
<td>The vendor is responding to an inquiry you made in regard to a particular item or need</td>
</tr>
<tr>
<td>Lunch-and-Learn events where the vendor puts on an educational program but also pushes the firm’s products.</td>
<td>Lunch-and-Learn events where the vendor is on NYS or UB Contract for goods and/or services for which they are already on contract.</td>
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<tr>
<td>Vendor is on NYS or UB Contract but pushing goods and/or services not within the scope of that contract.</td>
<td>Vendor is on NYS or UB Contract for goods and/or services for which they are already on contract.</td>
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<tr>
<td>Meeting with vendor for assistance with commodity, service, or construction project specifications prior to approved purchase order/contract</td>
<td>Inquiry if vendor has the ability and/or availability to supply required commodity/service or if the vendor is a MWBE</td>
</tr>
<tr>
<td>Vendor meeting where vendor attempts to influence you to purchase (e.g., new item, sale item) -- regardless of location, lack of formality, or who initiated the contact</td>
<td>Purely social interaction with vendor</td>
</tr>
<tr>
<td>In-person or video conference discussion with existing vendors as to substantial expansion of contract scope</td>
<td>Discussion with vendor post-award regarding contract/purchase.</td>
</tr>
<tr>
<td>Discussion involving purchase of commodities and/or services outside scope of existing contract</td>
<td>Discussion that is administrative in nature including the scheduling of a meeting.</td>
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<tr>
<td>Site visit or discussion prior to advertisement to develop specifications</td>
<td>Site visit, pre-bid meeting or any other vendor contact after advertised in the Contract Reporter (&gt;$50K)</td>
</tr>
<tr>
<td>Side conversation at expo or conference discussing possible purchases specific to UB</td>
<td>Attendance at expo, conference or public webinar</td>
</tr>
<tr>
<td>New or existing vendor personally visits the decision maker to deliver product line card and to discuss possibility of doing business with UB</td>
<td>New or existing vendor leaves literature with Customer Service staff (non-decision maker)</td>
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<tr>
<td></td>
<td>New or existing vendor phones decision maker</td>
</tr>
<tr>
<td></td>
<td>New or existing vendor emails decision maker</td>
</tr>
</tbody>
</table>

9/5/13
**PROJECT SUNLIGHT REPORTING FORM**

Legislation effective January 1, 2013 (enacted as part of omnibus ethics legislation Ch. 399, Part A, §4, L. 2013) 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. We are required to report appearances by individuals and firms who appear before UB Procurement decision-makers or persons who advise decision-makers. Procurement Services 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 ubsd_DLPrcProjectSunlight@buffalo.edu within three days of the appearance.

**Government Entity:**
- **Buffalo, University at**
  - **enter date**

**Appearance Type:**
- □ In-person
- □ Video Conference

**Meeting Location:**
- Building: enter building
- Street: enter street address
- City: enter city
- State: enter state
- Zip Code: enter zip code

**Purpose of Appearance:**
- □ Procuring
- □ Rate making
- □ Regulatory matter
- □ Judicial/Quasi-Judicial
- □ Adoption/Repeal of a Rule/Regulation

**State Government Entity Participants:**
- First Name: enter your first name
- Last Name: enter your last name
- State Government Entity: Buffalo, University at
  - enter state government entity

**Clients and Customers - Companies:**
- Client Company: enter company name
- City: enter company city
- State: enter state
- Zip Code: enter zip code
- Outside Representative Attended: □ Yes □ No
- Client Participant Attended: □ Yes □ No

**Attending Employees:**
- enter first and last name

**Clients and Customers - Individuals:**
- First Name: enter individual’s first name
- Last Name: enter individual’s last name
- Client Attended?: □ Yes □ No
- Outside Representative Attended?: □ Yes □ No

**Outside Representatives:**
- Representative Company Name: enter representative’s company name
- City: enter representative’s company city
- State: enter state
- Zip Code: enter zip code
- Client(s) Represented: enter client’s name
- Representative’s First Name(s): enter rep’s first name
- Representative’s Last Name(s): enter rep’s last name

Version: 2013-06-14

e-mail the completed form to:
ubsd_DLPrcProjectSunlight@buffalo.edu