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**PROJECT SUNLIGHT  
TRAINING ACKNOWLEDGEMENT FORM**

By signing below, you acknowledge:

1. You have listened to the Project Sunlight System-wide webinar or thoroughly read the Project Sunlight System-wide PowerPoint materials or attended a Project Sunlight training session at SUNY Polytechnic Institute.
2. Through receiving this training, you now understand the Project Sunlight Law (part of the New York State Public Integrity Reform Act of 2011) and further agree that you understand that you have an **affirmative obligation** as a **decision maker or decision advisor** to **report all substantive “appearances” with non-government entities** (both individuals and firms) regarding one of **five designated categories** to the **Procurement Office within three (3) days of the appearance IF** the cost of the procurement or contract could be **more than \$25,000**. This will allow the Procurement Office to report the appearance to the **Office of General Services (OGS)** on-line searchable database **within five (5) days** of the appearance as required by the Project Sunlight Law.
3. You understand that the appearances related to the following five categories must be reported to OGS: (1) Procurement of State contract for real property, goods, or services over \$25,000; (2) rate-making; (3) regulatory matters; (4) judicial or quasi-judicial proceedings, and (5) rule-making per the State Administrative Procedures.
4. You agree that you will make every effort to comply with Project Sunlight and to report appearances when mandated.

Name: \_\_\_\_\_  
(Please Print)

Department: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Procurement: \_\_\_\_\_