

**To ensure compliance with the Honest Leadership and Open Government Act of 2007,
Please return this completed form to mike.spencer@suny.edu by July 25, 2008.**

Contributions by University employees as private citizens do not need to be reported to SUNY.

However, activities by University employees, on behalf of the University, must be reported.

Please report any of the following on this form for the period of **January 1, 2008 – June 30, 2008.**

1. The date, recipient, and amount equal to or exceeding \$200 contributed to any Federal candidate or officeholder, leadership PAC, or political party committee.*

**By law, there should be nothing for SUNY to report in this category.*

2. The date, name of honoree, payee and amount of funds paid for an event to honor or recognize a covered Legislative or Executive Branch official. **The guidance also infers that events featuring a covered official as a speaker must also be reported (e.g. graduations, conferences, seminars).*
3. The date, the name of honoree, payee and amount of funds paid to an entity that is named for or recognizes a covered Legislative Branch official.
4. The date, recipient, payee and amount of funds paid to an entity that is established, financed, maintained, controlled or designated by a covered Legislative or Executive Branch official, and the name of that official.
5. The date, payee and amount of funds paid for a meeting, retreat, conference, or other similar event held by, or in the name of, a covered Legislative Branch or Executive Branch officials, and the name of that official.
6. The date, payee and amount equal to or exceeding \$200 paid to a Presidential library foundation or Presidential inaugural committee, and the name of the official.

Covered Legislative and Executive Branch Officials

Legislative Branch: Members of Congress and Congressional staff.

Executive Branch: The President and Vice President and their staffs, officials serving in Executive Level I through V positions (generally political appointees serving in jobs at the assistant secretary or deputy director level or above), military officers with a rank of Brigadier General or Rear Admiral, or above, and other federal employees serving in a “confidential, policy-determining, policy-making, or policy-advocating character,” including all so-called “Schedule C” employees.

Do you have any expenses to report?

_____ No, we do not have any expenses to report.

_____ Yes, we have expenses to report as follows:

Contributions for the period of January 1, 2008 – June 30, 2008

Contribution Type: _____ **Honorary Expenses** _____ **Meeting Expenses or**
_____ **Presidential Library Expenses**

Date: _____

Amount: _____

Payee Name: _____

Honoree Name: _____

Contribution Type: _____ **Honorary Expenses** _____ **Meeting Expenses or**
_____ **Presidential Library Expenses**

Date: _____

Amount: _____

Payee Name: _____

Honoree Name: _____

Contribution Type: _____ **Honorary Expenses** _____ **Meeting Expenses or**
_____ **Presidential Library Expenses**

Date: _____

Amount: _____

Payee Name: _____

Honoree Name: _____

Please add additional pages if necessary to complete your responses.

If you have any questions, please contact:

Liz Clark
Director of Federal Relations
State University of New York (SUNY)
Washington, DC Office
Office: (202) 220-1315

liz.clark@suny.edu

Campus: _____

Signature: _____

Printed Name: _____

Date: _____