

**Form D**  
**State University of New York**  
Procurement Lobbying Law  
Record of Contact

**Procurement Information**

AGENCY: \_\_\_\_\_ (SUNY System Administration)  
TO: \_\_\_\_\_ (Gail Barcher, Contract Manager)  
FROM: \_\_\_\_\_ (employee, officer, Trustee)  
SUBJECT: Record of Contract under State Finance Law §139-k(4)  
Procurement Description: \_\_\_\_\_  
RFP/IFB Contract # (if applicable): \_\_\_\_\_

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**Contact Information**

Date(s) of Contact:

SUNY Contact Name: \_\_\_\_\_  
Designated Contact: \_\_\_\_ Non-designated Contact: \_\_\_\_

Name of Offerer Firm or Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name of Person Contacting State University on behalf of Offerer:  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Place of Principal Employment: \_\_\_\_\_

Occupation: \_\_\_\_\_

Person/Organization Making the Contact was:

The Offerer: \_\_\_\_  
OR

Retained/Employed/Designated by or on behalf of the Offerer: \_\_\_\_

General description/content of the contact (multiple contacts), including form (e-mail, letter, conversation):