

**DEPARTMENT OF STATE  
REPORT OF CONTACT UNDER STATE FINANCE LAW §139-k(4)**

Procurement Record Regarding \_\_\_\_\_

Procurement Contract Number: \_\_\_\_\_

From: \_\_\_\_\_  
(Name and title)

Name of Governmental Entity: Department of State

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

Subject: Record of Contact under State Finance Law §139-k(4)

I was contacted by the below named individual regarding the above identified procurement. The term "contact" is defined in State Finance Law §139-k(1)(c). In accordance with State Finance Law §139-k(4), the following information was obtained.

Name: \_\_\_\_\_

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

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

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

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

Is the above named person or organization the "offerer" in this governmental procurement?  
(Please circle)

yes                      no

If no, was the above named person or organization retained, employed or designated by the "offerer" to:

- appear before the governmental entity about the governmental procurement?  
(Please circle)

yes                      no

- contact the governmental entity about the governmental procurement?  
(Please circle)

yes                      no

List date of contact:

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Optional:

Summarize the form (e.g., email, letter, conversation) and topic of the communication on each date of contact: \_\_\_\_\_

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(add additional pages or copies of written communications as necessary)

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File this form with DOS' Ethics Officer (Counsel's Office)