

# State Business Transaction Disclosure Report

January 5, 2017

## MEMORANDUM

TO: Vice Presidents, Deans, Directors, Department Heads, Faculty, and Staff

FROM: S. Elizabeth Bailey  
Senior Associate Director for Legal Affairs

RE: State Business Transaction Disclosure Report

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Pursuant to the Georgia conflict of interest law, all public employees, spouses or dependents of public employees, or any business in which such employee or spouse/dependent has a substantial interest must disclose prior to January 31 of each year all business transactions during the preceding calendar year between the State of Georgia and the public employee, spouse/dependent of the public employee, or any business in which such employee or spouse/dependent has a substantial interest. The Attorney General's Office has advised the Board of Regents that employees of the Board of Regents are considered public employees.

An overview of the State Business Transaction Disclosure Report and filing instructions can be found at the Georgia Government Transparency and Campaign Finance Commission (GGTCFC) website:

[http://ethics.ga.gov/wp-content/uploads/2011/05/2014\\_STATE-BUSINESS-TRANSACTION-REPORT.pdf](http://ethics.ga.gov/wp-content/uploads/2011/05/2014_STATE-BUSINESS-TRANSACTION-REPORT.pdf)

If you have any difficulty in filing the report, please call GGTCFC at (404) 463-1980 to obtain further instructions.

Each University employee, spouse or dependent of a University employee, or any business in which such employee or spouse/dependent has a substantial interest, must complete a state business transaction disclosure report if the employee, spouse/dependent, or business in which the employee or spouse/dependent has a substantial interest, has transacted business with the State unless the amount of each individual transaction is less than \$250.00 and the aggregate of all transactions does not exceed \$9,000.00 per calendar year. These reports must be submitted to the **GGTCFC by January 31, 2017**. Please do not submit a copy or an original report to the Office of Legal Affairs. **No report should be filed if there are no transactions to report.**

In addition to the reporting requirement, please note that the Georgia conflict of interest law prohibits transactions between public employees, spouses and dependents of public employees, or any business in which a public employee or spouse/dependent has a substantial interest, and the state agency with which the public employee is employed except in limited circumstances.

Therefore, transactions between University employees, spouses and dependents of University employees, or any business in which a University employee or spouse/dependent has a substantial interest and the University of Georgia, are generally prohibited. A list of exceptions to the law can be found at O.C.G.A. Sections 45-10-24.1 and 45-10-25.

Please contact me at (706) 542-0006 if you have any questions or need additional information.

cc: Jere W. Morehead, President