

Procurement Communications Reporting Worksheet

Notice to vendor or lobbyist:

“You should be aware that if I believe this communication imparts or requests material information or makes a material argument regarding potential action concerning a procurement matter, I am required to report our communication to the Procurement Policy Board.”

Use this worksheet to collect necessary information when participating in procurement-related discussions to ensure accurate and detailed reporting at: <http://pcrs.illinois.gov>.

Topic:	
Mode:	
Date/Time of Communication:	
Duration in Minutes:	
Reference Number:	61201

Information to collect from **ALL** University participants: (use additional sheets if needed)

Each participant **must** submit a separate report.

Name:			
Role:			
Job Title:			
Location:			
Phone Number:			
Email Address:			

Information to collect from the Vendor Representative(s) or Lobbyist:

Name:			
Role:			
Job Title:			
Representing:			
Location:			
Phone Number:			
Email Address:			

Additional information you will be expected to provide in your reports:

Action Requested or Recommended:
Summary of Communication:

Any Additional Information:

You must report this communication at <http://pcrs.illinois.gov> as soon as possible.
Each State participant must submit a report of the communication.

Any report that is considered malicious by the State Purchasing Officer will be investigated by the Office of the Inspector General.

You should periodically review the frequently asked questions available at <http://www2.illinois.gov/ppb/Pages/pcrsfaqs.aspx> on the Procurement Policy Board website.

Additional information and links are available at <http://www2.illinois.gov/ppb/Pages/procurement-communications-reporting.aspx>.

Remember that

1. Ultimately, you are ethically charged to decide if a communication should be reported and
2. Your report is automatically published to the Procurement Policy Board website in a searchable and sortable database that is available to the public.