



ILLINOIS SECRETARY OF STATE LOBBYIST REPORTING FORM FOR VERBAL PROCUREMENT COMMUNICATIONS

**Submission of this form is required only by registered lobbyists after oral communications to a Secretary of State employee about a procurement on behalf of a vendor/client, according to Section 50-39 of the Illinois Procurement Code, 30 ILCS 500/50-39.*

**This form need not be submitted for (i) statements by a person publicly made in a public forum; (ii) statements regarding matters of procedure and practice, such as format, the number of copies required, the manner of filing, and the status of a matter; or (iii) communications regarding the administration and implementation of an existing contract.*

LOBBYIST NAME AND REGISTRATION NUMBER: _____

LOBBYIST TELEPHONE NUMBER/EMAIL ADDRESS: _____

CLIENT/VENDOR NAME: _____

Type of VERBAL Contact (Select One): In Person Telephone Other (list): _____

Name and Job Title of Secretary of State Employee Contacted: _____

Secretary of State Employee Telephone Number (if known) or Name of Secretary of State Department Contacted: _____

Date, Time and Duration of Contact: _____

Location of the Verbal Communication: _____

Action Requested/Recommended by Lobbyist on behalf of Vendor: _____

Summary of Communication and Pertinent Information: _____

Names and Telephone numbers of any other Participants: _____

Date this Form Submitted to the Secretary of State: _____

**Submit this form to: Secretary of State, Inspector General's Office, C/O Procurement Compliance Monitor,
324 W. Monroe St., Springfield, IL 62704**