

October 3, 2007

To: Deans, Directors, and Department Heads
NC State University Development Officers

From: Mary Elizabeth Kurz
Vice Chancellor and General Counsel

Ernie Murphrey
Associate Vice Chancellor for Financial Services

Subject: Quarterly Report of Lobbying Expenditures

Attached are the reporting forms for reporting of lobbying expenditures for the third quarter of calendar year 2007.¹ The Ethics Commission and the Secretary of State have agreed that the universities are not required to report lobbying expenditures **paid for by the State** except that any expenditure made by a legislative liaison still has to be reported. This means that university lobbying expenditures paid out of State appropriated dollars, trust funds (including university expenditures on Ledger 6 that are foundation gifts to the University), or other funds that are considered funds of the University need not be reported. However, any lobbying expenditures *incurred by a university employee on behalf of the University* and paid *directly* by a Foundation check or other funds not belonging to the University must be reported by the University. Please use Attachment A as the form for reporting these expenditures to the Office of Financial Services. Reports should be sent to Associate Vice Chancellor Murphrey (ernest_murphrey@ncsu.edu) by email or to Campus Box 7013 and are due no later than noon on Thursday, October 11, 2007. Reports are required only if you have reportable expenditures.

Lobbying expenditures incurred by Foundation (or other associated entity) employees or officers on behalf of the Foundation must be reported by the Foundation. Also, please note that any trustee or university employee who makes lobbying expenditures of more than \$200 per quarter per designated individual using personal funds must individually report such expenditures. Attachment B is the form that is required for these reports and it should be sent directly to the Secretary of State's office by the entity or individual.

If you need additional information, the Office of Legal Affairs Office has a website at http://www.ncsu.edu/legal/legal_topics/ethics/State_Ethics_and_Lobbying_Laws.php which provides links to the legislation. For questions on the reporting form, please call Associate Vice Chancellor Murphrey at 513-0410. For questions on interpretations of the law, please contact Vice Chancellor and General Counsel Kurz.

Attachments

cc: James L. Oblinger, Chancellor
Executive Officers
NC State University Business Officers

¹ The February 2, 2007 memo from Mary Elizabeth Kurz may be referred to for explanation of the statutory definitions of "lobbying" and "designated individuals."