



Orange County Public Schools
OFFICIAL REPORTING FORM
OF LOBBYING, MEETINGS, AND CONTACTS
FOR SCHOOL BOARD MEMBERS AND OCPS EMPLOYEES

INSTRUCTIONS:

Each Board Member, Procurement Official, Staff Member with Contracting Authority and the Superintendent shall transmit, on a periodic basis, the following information regarding any meetings or contact with Lobbyists and Vendors:

Contact Information
Name of the Lobbyist or Vendor: _____
Date of the Communication: _____ Approximate Time: _____
Location of the meeting, if applicable: _____ _____
Name of each Business Associate, Entity, Principal or Vendor represented in the course of the particular contact: _____ _____ _____
The topic of the contact or meeting: _____ _____

Certification:
I swear and affirm that the information contained "herein", to the best of my knowledge and belief is true, correct and complete.
Signature: _____
Print Name: _____ Date: _____

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RETURN FORM TO:
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 Orlando, FL 32801-1129
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