

External Business Transactions – State Regulations

Summary

The university's procedure for employees to disclose profits from external business transactions outside of their responsibilities as a state employee.

Purpose

To provide guidance to employees on disclosure of profits from external business transactions.

Policy

Section 45-10-26 of the Official Code of Georgia Annotated requires that all public officials and employees disclose prior to January 31 of each year all business transactions occurring during the previous calendar year which the public official or employee has transacted with the State of Georgia and any agency of the State of Georgia for himself or on behalf of any business, or any business in which such public official or employee or any member of his family has a substantial interest. Failure to disclose such business transactions will subject the public officer or employee or business to a civil fine not to exceed \$10,000.00, restitution to the State of Georgia of any pecuniary benefit received as a result of such violation, and, in the case of appointed public officials and employees, removal from office or employment.

A copy of the State Business Transaction Disclosures Report, form and instructions may be obtained from the Vice President for Business and Finance.

Related USG Policy

N/A

Last Update

6/5/18

Responsible Authority

CSU Human Resources

