June 26, 2017

Good day,

It is time to begin preparing for submission of your Fiscal Year 2017 salary and travel and payment and obligation reports as required by the Transparency in Government Act (TIGA) §50-6-32. TIGA requires all Executive, Legislative and Judicial branches of state government and local boards of education to submit these reports on an annual basis so that the information can be published on the State of Georgia’s Open Georgia website (www.open.ga.gov).

**Action Required:** In order to comply with the Act your entity must submit the following reports:

1. Salary and travel
2. Payments and obligations

**Reporting Period:** Each report must cover the time period from July 1, 2016 through June 30, 2017.

**Submission Period:** There are separate submission periods for each report:

1. Salary and travel begins July 10, 2017, and is due by August 15, 2017
2. Payments and obligation, begins August 1, 2017, and is due by October 16, 2017

**Reporting Change:** New for this year, all Executive, Legislative and Judicial branches of State Government are required to report payments made using the Bank of America purchasing card (PCard) program separately from all other payments. A User Guide has been created to assist your agency with creating the new PCard report and is available on our website listed below.

**Questions:** If you have questions or need more information regarding the reporting process you can visit our website at www.audits.ga.gov/Resources/Tiga.html or call our helpline at 404-732-9100.

Respectfully,

[Signature]

Greg S. Griffin
State Auditor