

## Statement of Economic Interests (Form 700)

### Leaving Office Statement

The Political Reform Act, Government Sections 81000, et seq., requires California State University (CSU) to adopt and promulgate Conflict of Interest (COI) codes. The CSU's COI code requires employees leaving designated positions to file a *Leaving Office Statement*.

You may submit your form by mail, email or Adobe Sign. **A wet signature is not required.** To submit by mail, please send your completed form to the Office of Human Resources, Del Norte Hall 3001 (mail zip 6032). To submit by email or Adobe Sign, please send to [sacstatehumanresources@csus.edu](mailto:sacstatehumanresources@csus.edu).

#### **Instructions for completing Form 700:**

1. Download the FPPC disclosure form using the following link: <http://www.fppc.ca.gov/Form700.html>. Scroll down and click on "Form 700." There are 23 pages to this document; however, you should first complete the "Statement of Economic Interests Cover Page" (page 6).
2. Fill in your name at the top.
3. In Box #1 (Office, Agency, or Court), provide the name of your office. Leave the line for "Division, Board, Department, District" blank. Provide the title of the position you held prior to leaving office.
4. In Box #2 (Jurisdiction of Office), check the box for "State."
5. In Box #3 (Type of Statement), check the box for "Leaving Office." The "Date Left" will be your separation date.
6. In Box #4 (Schedule Summary), please review page 7, "Which Schedule Do I Use?" to determine if you have reportable interests. Then complete those Schedules for which you have reportable interests. Please note that there are "Questions and Answers" and instructions for completing each Schedule. This should provide sufficient information for completing any applicable Schedules you may have.
7. Please go back to the Statement of Economic Interests Cover Page (page 6) and indicate the total number of pages you are submitting. If you do not have any reportable interests, then check the box next to "None - No reportable interests on any schedule." If this box is checked, then the total number of pages you are submitting will be one. However, if you do have reportable interests to report, then that number will reflect the cover page plus any Schedules you are submitting.
8. In Box #5 (Verification), fill in the campus address, your campus telephone number, and your campus email address. Use of your campus contact information is recommended as this is a public document subject to disclosure; however, if you are no longer on campus, please provide current contact information.
9. **Please do not forget to date and sign your document**

Please note that the University cannot provide interpretive advice as to which Schedules are most appropriate for you to complete. For assistance concerning reporting, prohibitions, and restrictions, please review the Form 700 instructions or contact the FPPC at [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) or toll-free at (866) 275-3772.

Questions on accessing Form 700 can be directed to Human Resources at [sacstatehumanresources@csus.edu](mailto:sacstatehumanresources@csus.edu).

The CSU Conflict of Interest Disclosure Categories, forms, guides, FPPC Frequently Asked Questions: Form 700 Disclosure, and the 2017-2018 Form 700 Statement of Economic Interests Reference Pamphlet (which provides information to assist employees in designated positions to complete their Form 700) can all be downloaded and printed from the Chancellor's Office Code Memo HR 2018-01 (2018 Conflict of interest Annual Filing) at:  
<https://csyou.calstate.edu/Policies/HRPolicies/HR2018-01.pdf> and at  
<http://www.fppc.ca.gov/Form700.html>.

FPPC regulations require these forms to be kept for seven (7) years and are subject to review by the public upon request. At Sacramento State, the forms are kept in the Office of the Vice President for Human Resources. The FPPC also has penalties which may be assessed for late filing as well as non-filing or inaccurate filing of disclosure statements.