



July 1, 2025

Ladies and Gentlemen,

It is time to begin preparing for the Fiscal Year 2025 submission of the information required by the Transparency in Government Act (TIGA) (Official Code of Georgia §50-6-32). TIGA requires all branches of state government and local boards of education to submit information on an annual basis for publication on the State of Georgia's Open Georgia website (www.open.ga.gov).

Action Required:

To comply with TIGA your organization must submit the following information for the Fiscal Year 2025 reporting period of **July 1, 2024** through **June 30, 2025**:

1. Salary and Travel Information – Due **August 15, 2025**
2. Payments and Obligations Information – Due **October 1, 2025**

The submission site will begin accepting all Fiscal Year 2025 submission information on July 7, 2025.

As part of the submission of Salary and Travel Information, each University is required to submit an additional field titled "Affiliated Amount". The field should contain any salary that was funded by a cooperative organization or foundation.

As part of the submission of Payments and Obligations Information, organizations are required to report payments made using a purchasing card program (PCard). PCard transactions are submitted separately from all other payments and should be submitted in detail. If you do not have a purchasing card program at your organization, you must still confirm a balance of zero to finalize your submission.

User guides, file layouts and instructions have been created to assist your organization with submitting this information and have been made available on our website. If you have questions or need more information regarding the submission process, you can visit our [website](#) for resource help guides or to [contact us](#).

Respectfully,

Greg S. Griffin
State Auditor