



July 1, 2024

Ladies and Gentlemen,

It is time to begin preparing for the Fiscal Year 2024 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](http://www.open.ga.gov)).

**Action Required:**

To comply with TIGA your organization must submit the following information for the Fiscal Year 2024 reporting period of **July 1, 2023** through **June 30, 2024**:

1. Salary and Travel Information – Due **August 15, 2024**
2. Payments and Obligations Information – Due **October 1, 2024**

The submission site began accepting all Fiscal Year 2024 submission information on July 8, 2024.

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 the organization does not have Salary and Travel, has Payments and Obligations reported through another agency, or PCards do not exist for the entity, a submission of a zero balance will still be necessary for each requirement to be compliant with TIGA requirements.

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](#), email us at [TIGAHELP@audits.ga.gov](mailto:TIGAHELP@audits.ga.gov), or call our helpline at (404) 732- 9100.

Respectfully,

Greg S. Griffin  
State Auditor