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**Subject:** Wave 1 Small Agencies, Boards, and Commissions Kick-off Meeting Recording  
**Date:** Tuesday, November 02, 2021 2:29:20 PM  
**Attachments:** [FINAL Phase II Small Agency Wave 1 Workshop Kickoff.pptx](#)

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Good Afternoon,

Thank you so much for joining us last Thursday for the OregonBuys Phase II Wave 1 Kick-Off meeting. As promised, I'm sending the attached PowerPoint deck and a link to the meeting recording along with the passcode:

- Recording - [Click here for Zoom recording](#)
- Passcode - 7cig7@Q=

**Next steps for small agencies, boards and commissions:**

- Expect a phone call from me soon to talk over how your agency is managed in OregonBuys.
- We need to get updated information on your system users, departments, and locations by December 23. Watch for an email from me that will include the template and an invitation to a Zoom information session explaining how to collect this data and return it to us.
- The project team will hold two more meetings with you in January 2022. These meetings will go over requisitions & purchase orders, and receiving & invoicing. Stay tuned for an upcoming email from me with all of the meeting details.

As always we truly appreciate your cooperation with the OregonBuys project and please feel free to reply with any questions you may have and don't forget that the OregonBuys email inbox is a great place to send on other OregonBuys project questions. [Oregonbuys.info@das.oregon.gov](mailto:Oregonbuys.info@das.oregon.gov).



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