

Local/branch action required:

Submit invoices to ODDS Contracts Unit CAU.Invoice@dhsosha.state.or.us including an itemized receipt identifying what was purchased and the quantity of items purchased

ODDS requires that invoices be sent in once a month for reimbursement. An attached invoice template with a copy of the purchase receipt.

Central office action required: Process and pay invoices when itemized purchase receipt is attached.

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing instructions:

If you have any questions about this policy, contact:

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