

## Quarterly Report Email Example:



Greetings,

The recent quarter has ended, and your expenditure reports are now open for submission using the Revise Request form linked below. Expenditure Reports for the Oregon Health Authority, Public Health Division (OHAPHD) are due 30 days from today, except for the final quarter of the year, which allows a 50-day submission period.

Please ensure that your submission includes all required documentation (uploaded as attachments) and that your report provides an accurate accounting of financial activity for the current and all preceding quarters.

For more information, see your LPHA Expense Report Dashboard:

<https://app.smartsheet.com/dashboards/Mp9xp2vJh2RQ2CX7wHWcRJx784F5fPg2m3qwqJ31>

If you have questions about this process or if assistance is needed, please contact

[OHA-PHD.ExpendRevReport@odhsoha.oregon.gov](mailto:OHA-PHD.ExpendRevReport@odhsoha.oregon.gov)

—

Email recipients:

- Primary Fiscal Contact(s): Neal Armstrong
- Authorized Agent: Neal Armstrong

[Open request](#)