

**\*\*\*DRAFT - NOT FOR FILING\*\*\***

**123:5-3-04 Quarterly report.**

(A) Each qualified nonprofit agency and each certified agent shall file a quarterly report with the office by October fifteenth, January fifteenth, April fifteenth, and July fifteenth of each year, summarizing the procurement activity of each government ordering office with that entity for the previous quarter pursuant to the requirements set forth in sections 125.60 to 125.6012 of the Revised Code.

Each certified entity shall provide the quarterly summary report on a form provided by and in a manner prescribed by the office which shall include the following as is appropriate to each entity:

(1) As to qualified nonprofit agencies

(a) The total dollar value of purchases made by a government ordering office during the preceding quarter for products and services where the qualified nonprofit agency was the contractor of record.

(b) Any other information the office deems necessary.

(2) As to certified agents:

(a) A list of all qualified nonprofit agencies that the agent has contracted with to provide agent services.

(b) The total dollars value of purchases made by a government ordering office during the preceding quarter for products and services where the agent of a qualified nonprofit agency was the contractor of record.

(c) Any other information the office deems necessary.

(B) The administrator shall notify each qualified nonprofit agency and each certified agent that has not submitted a quarterly report as required by paragraph (A) of this rule that the entity has thirty days to submit the report. The administrator shall provide such notification in writing. The administrator may suspend or revoke the certification of any entity that fails to comply with the reporting requirements set forth in this rule.