**ATTACHMENT C**

**AGENCY TERMS**

**SOLICITATION NO. 2900000098**

**Usage Reports**

All Contract Usage Reports shall meet the following criteria:

Electronic submission in Microsoft Excel format to jon.eller@oesc.state.ok.us;

Quarterly submission regardless of whether there were transactions under the Contract during the applicable quarterly reporting period;

Submission no later than forty-five (45) days following the end of each calendar quarter;

Contract quarterly reporting periods shall be as follows:

January 01 through March 31;

April 01 through June 30;

July 01 through September 30; and

October 01 through December 31.

Reports must include the following information:

Order date;

Purchase Order number or note that the transaction was paid by Purchase Card;

City in which products or services were received or specific office or subdivision title;

Product manufacturer or type of service;

Manufacturer item number, if applicable;

Product description;

General product category, if applicable;

Quantity;

Unit list price or MSRP, as applicable;

Unit price charged to the purchasing entity; and

Other Contract usage information requested by the OESC.

* 1. To ensure payment is properly accounted for, Supplier shall provide the following information with payment: (i) reference to the applicable Contract Usage Report and quarterly reporting period and (ii) the applicable contract number(s). Payment shall be delivered to the following address within forty-five (45) calendar days after the end of each quarterly reporting period:

Oklahoma Employment Security Commission

PO Box 52003

Oklahoma City, OK 73152-52003

Attn: Project Management Division