

Quarterly Reporting

SUBMITTING REPORTS: In order to centralize, simplify and expedite the processing of your reports (Financial, Program Progress and Race/Ethnicity) we ask that you submit them via mail, fax, or email, to Pam Bainbridge-Cowan and **NOT** to your contract liaison.

Pam Bainbridge-Cowan
Commission on Children & Families
155 N. First Ave., MS-5
Hillsboro, OR 97123

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(phone) 503-846-4539
(fax) 503-846-4954

DUE DATES: Quarterly reports are due **October 15**, **January 15**, **April 15** and **July 15**. If the 15th falls on a holiday reports are due the following business day.

EXCEPTIONS: Semester-based school program reports are due **February 15** and **July 15**. Trimester-based school program reports are due **December 15**, **March 15** and **June 30**.

*Please ask your liaison which is the correct reporting schedule for your program.

QUESTIONS:

Invoice related questions or problems with the forms should be directed to Pam (see contact info above).

Contract related questions should be directed to your liaison.

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FORMS: Due to development of the new county website we are no longer able to post forms in Excel or Word. I am happy to email them to you in that format. Just send a request to pam_bainbridge@co.washington.or.us

I hope to have fillable forms available soon.