

## OMMA Monthly Reporting Instructions for Commercial Licensees

The monthly reporting template for all OMMA licensed growers, processors, and dispensaries is now available on our website at: <http://omma.ok.gov/business-application-information3>. Please check back to this site regularly for updates. The direct link to the monthly report is also provided below:

[https://osdhdc.az1.qualtrics.com/jfe/form/SV\\_eIKdvhjmZZaJ1Zj](https://osdhdc.az1.qualtrics.com/jfe/form/SV_eIKdvhjmZZaJ1Zj)

Before completing the monthly report, please take note of the following items:

- Monthly reports are due by the fifteenth of each month for reporting of the previous month. (For instance, October's monthly report is due by November 15.)
- OMMA is granting a **one-time** extension for the September 2018 report **only**. Your September 2018 report is due October 24, 2018. All other reports must be submitted by the fifteenth of the following month. Please see the attachment or visit the OMMA website for a list of reporting deadlines.
- Commercial licensees are required to begin providing OMMA monthly reports for the first month they were licensed and every month thereafter, even if no medical marijuana or medical marijuana products are on site.
- It is extremely important that you fill out your license number correctly, **exactly** as it appears on the license. Please include hyphens.
- All fields for which there is no information to report should be filled with a zero. That is, even if you have no product to report, fill the form field with a zero instead of leaving it blank.
- Please pay close attention to whether you are to report by weight, count, or both. Edible products must be reported in both weight and count. The requested information is noted in the reporting template.
- If you have multiple licenses, please complete a separate report for each license.

Monthly reporting templates are subject to change, so please check back to the OMMA website regularly. As stated in OAC 310:681-5-6.1(a), failure to submit a monthly report and correct this deficiency within 30 days of written notice from OMMA will result in license revocation.

All questions regarding monthly reporting should be directed to [OMMACompliance@ok.gov](mailto:OMMACompliance@ok.gov).