

INFORMATION BULLETIN 2016-22

July 22, 2016

To: Registered Medical Marijuana Dispensaries

From: Carole Yann, Analysis Manager, Oregon Medical Marijuana Program

Subject: Quarterly Early Retail Sales Report for 2nd Quarter Due

Dispensaries participating in Early Retail Sales are required to report quarterly to the Oregon Medical Marijuana Program (OMMP). The quarterly reports contain information about retail sales only. Occasionally, the due date for the quarterly reports coincides with the due date for the monthly inventory and transfer report that is also required from dispensaries. The monthly report contains aggregate information regarding inventory, transfers in and medical sales out of the dispensary. Listed below are the due dates for quarterly and monthly reports and information pertaining to each report.

Monthly Inventory and Transfer Reporting

The due date to submit June inventory and medical transfers has been extended from July 10, 2016, to July 30, 2016. **This extension applies to transfers made in June 2016 only.** All monthly reports will be due on the 10th of the month thereafter, for the previous month's transfers, as originally required.

Monthly reports may be provided in one of two ways:

- 1) By logging into your online dispensary account and using the online reporting system; Or
- 2) By following the instructions found in bulletin 2016-17, sent June 22, 2016. In this bulletin, OMMP provided an alternate method for dispensaries to report using a download from their POS system instead of using the online system. The bulletin is posted on our website at: <http://public.health.oregon.gov/DiseasesConditions/ChronicDisease/MedicalMarijuanaProgram/Pages/reporting.aspx#dispensaries>

Quarterly Early Retail Sales Reports

The second quarter (April 1, 2016 through June 30, 2016) sales and date of birth reports for early retail sales was due July 10, 2016. The proof of taxes for the second quarter is due

August 10, 2016. If you haven't already submitted the Excel reports to us, please **email** it to mmg.online@state.or.us.

Listed below is the reporting time frame, report due date and information regarding what is required for Early Retail Sales reporting.

EARLY RETAIL SALES REPORTING

Reporting Time Frame	Report Due Date
April 1, 2016 – June 30, 2016 Proof of Taxes	July 10, 2016 August 10, 2016
July 1, 2016 – September 30, 2016 Proof of Taxes	October 10, 2016 November 10, 2016
October 1, 2016 – December 31, 2016 Proof of Taxes	January 10, 2017 February 10, 2017

Early Retail Sales reports only contain information related to retail customer sales. Reports must be submitted to the OMMP on a quarterly basis. These reports are not to include transfers to medical marijuana patients or caregivers. Rules outlining reporting requirements for dispensaries that participate in Early Retail Sales can be found under OAR 333-008-1500 through 333-008-1505.

There are 2 reports due to the OMMP for Early Retail Sales and proof of paying tax to the Department of Revenue.

- **Report 1: Early Retail Sales** – A report listing each individual sales transactions
- **Report 2: Customer Birthdates** – A report of all retail customers birthdates
- **Proof of Paid Taxes** – Documentation proving taxes were paid for the quarter

Report 1

A template has been created by OMMP which may be used to submit reports for the Early Retail Sales or if it is easier, you may create your own document from a download of data from your point of sales (POS) system. The document must be in Excel.

The report must include:

1. Dispensary Name
2. Dispensary MMD#
3. Primary PRD Name
4. Primary PRD Phone Number
5. The Following Column Headers:
 - a. Date of Sale
 - b. Limited Retail Product (product sold)
 - c. Ounces or Count (Quantity)
 - d. Sale Price
6. Be submitted as an excel document

The template may be found on our website at:

<http://public.health.oregon.gov/DiseasesConditions/ChronicDisease/MedicalMarijuanaProgram/Pages/dispensary-reporting.aspx>

Report 2

For birthdates, download a report from your POS system into an Excel document. This report does not need to be tied to the specific product sold, but is a listing of all DOB's for the time frame specified.

Proof of Paid Taxes

Documentation may include but is not limited to a copy of the marijuana tax returns, reports, payment vouchers, payment receipts or any related documents filed with the Department.

Both reports and proof of paid taxes are to be emailed to mmg.online@state.or.us