**Section 3002.900 Submission of Complaints**

Interested persons or groups may submit complaints to the Board. Complaints should be addressed to Board members or the Executive Director, Procurement Policy Board, 511 West Capitol, Suite 102, Springfield, Illinois 62704. Each complaint must include at a minimum:

a) The names and addresses of the persons or groups presenting the complaint;

b) The specific issue of the complaint;

c) The specific reasons the complainant believes that the Board should take action; and

d) Any additional facts or documentation necessary to explain and support the complaint.

(Source: Amended at 29 Ill. Reg. 812, effective January 1, 2005)