

DBE Project File CLOSEOUT REQUEST

<p>SC File #: _____</p> <p>Date: _____</p> <p>RCE: _____</p> <p>LPA: _____</p> <p>Phone: _____</p> <p>Prepared By: _____</p> <p>Office #: _____</p>	<p>PROJECT TYPE: Federal _____ OR State _____</p> <p>Contract Amount: \$ _____</p> <p>DBE Committal Amount: \$ _____</p> <p>DBE Goal Amount: \$ _____</p> <hr style="border-top: 1px dotted black;"/> <p>Final DBE Amount Paid: \$ _____</p> <p>Final DBE Committal Amount Paid: \$ _____</p>
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Choose ONLY ONE Section that is Applicable

SECTION I:

- NO GOAL
- ALL COMMITMENTS MET

Return To: Minority & Small Business Affairs (MSBA)
 DBE Reporting Unit via email at
DBEcloseouts@scdot.org
 Telephone: (803) 737-4774

*DBE Reporting Unit
RECEIVED*

Received: _____

Entry Date: _____

Initials: _____

SECTION II:

- ALL COMMITMENTS NOT MET**
 - Submit **directly** to the Director of Construction's Office, along with justification to obtain a justification memo.
 - DOC reviews and submits written closeout request Memo to MSBA, Gary Linn and cc DBEcloseouts@scdot.org

Return To: Director of Construction Office
Assistant Construction Engineer, Room 330
 Telephone: (803) 737-1308

*DOC Office Closeout Request
RECEIVED*

Date: _____

Initials: _____