



DBE PROJECT FILE CLOSEOUT REQUEST

Date: _____
From: _____
Office: _____
Phone: _____
Fax: _____

Select one of the following:

SECTION I: Request for DBE Project File Closeout (Goal Met)
SC File #(s) _____

SECTION II: Request for Waiver Memo (Goal NOT Met)

SC File # _____

ACE Memo (detailing/documenting shortage) included.

Return to: Office of Business Development and Special Programs, Room 117
Sandra Wright, DBE Program Assistant,
Telephone: (803) 737-1372
Fax: (803)737-2021

*OBD Received Date Stamp
(Site Manager Entry Date)*