

## DBE Project File CLOSEOUT REQUEST

<p>SC File #: _____</p> <p>Date: _____</p> <p>RCE: _____</p> <p>Office: _____</p> <p>Phone: _____</p> <p>Prepared By: _____</p>	<p><b>PROJECT TYPE:</b> Federal _____ <b>OR</b> State _____</p> <p>Contract Amount: \$ _____</p> <p>DBE <b>Committal Amount:</b> \$ _____</p> <p>DBE Goal Amount: \$ _____</p> <p>.....</p> <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:** Office of Minority & Small Business Affairs

**DBE Reporting & Data Management Unit - Room 117**  
 955 Park Street, Columbia SC 29201  
 Telephone: (803) 737-1372  
 Fax: (803)737-2021

<p><i>DBE Reporting &amp; Data Management Unit</i> <b>RECEIVED</b></p> <p><i>Entry Date:</i> _____</p> <p><i>Initials:</i> _____</p>
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**SECTION II:**

ALL COMMITMENTS **NOT** MET

Submit DBE Project File Closeout Request form, along with memo justification & supporting documents, to the Director of Construction (DOC) Office

*(DOC Office Reviews and Submits Written Closeout Request to the DBE Reporting Unit)*

**Return To:** Director of Construction Office  
**Assistant Construction Engineer, Room 330**  
 955 Park Street, Columbia SC 29201  
 Telephone: (803) 737-1308

<p><i>DOC Office Closeout Request</i> <b>RECEIVED</b></p> <p><i>Date:</i> _____</p> <p><i>Initials:</i> _____</p>
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