

PROFESSIONAL SERVICES (PS) DBE Contract File CLOSEOUT REQUEST

CONTRACT File #: _____ Date: _____ SCDOT PS Contact: _____ Consultant: _____ Phone: _____ Prepared By: _____ Office #: _____	PROJECT TYPE: Federal _____ OR State _____ Contract Amount: \$ _____ DBE Committal Amount: \$ _____ DBE Goal Amount: \$ _____ <hr style="border-top: 1px dotted black;"/> Final DBE Amount Paid: \$ _____ Final DBE Committal Amount Paid: \$ _____
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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

<i>DBE Reporting Unit RECEIVED</i> <i>Received:</i> _____ <i>Entry Date:</i> _____ <i>Initials:</i> _____
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SECTION II:

- ☐ **ALL COMMITMENTS NOT MET**
- Submit packet, final DBE Quarterly Report(s), Tracking Spreadsheet and supporting documentation to include justification memo to MSBA via email, to DBE Reporting at DBEcloseouts@scdot.org.

<i>PS RECEIVED</i> <i>Date:</i> _____ <i>Initials:</i> _____
