

CONSTRUCTION

DBE Contract File CLOSEOUT REQUEST

Contract ID File #: _____ Date: _____ RCE: _____ Phone: _____ Prepared By: _____ Office #: _____	CONTRACT 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

***DBE Reporting Unit
RECEIVED***

Received: _____

Entry Date: _____

Initials: _____

SECTION II:

ALL COMMITMENTS **NOT** MET

- Submit final DBE Quarterly Report(s), Tracking Spreadsheet and supporting documentation along with justification **directly** to the Director of Construction's Office, to obtain a justification memo.
- DOC reviews and submits written closeout request Memo to MSBA via email to Gary Linn and cc DBE Reporting at 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: _____