

## DBE Contract File CLOSEOUT REQUEST

<b>Contract File #:</b> _____ Date: _____ RCE: _____ LPA: _____ PS: _____ Phone: _____ <b>Prepared By:</b> _____ Office #: _____	<b>PROJECT TYPE:</b> Federal _____ <b>OR</b> State _____ Contract Amount: \$ _____ DBE <b>Committal Amount:</b> \$ _____ DBE Goal Amount: \$ _____ <hr style="border-top: 1px dotted black;"/> Final DBE Amount Paid: \$ _____ Final DBE <b>Committal</b> 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](mailto:DBEcloseouts@scdot.org)  
 Telephone: (803) 737-4774

***DBE Reporting Unit  
RECEIVED***

***Date:*** \_\_\_\_\_

***Entry Date:*** \_\_\_\_\_

***Initials:*** \_\_\_\_\_

**SECTION II: COMMITMENTS NOT MET**

- CONSTRUCTION**  
 Submit packet including supporting documents **directly** to the Director of Construction's Office (DOC), **Assistant Construction Engineer**, to obtain a justification memo. Telephone: (803) 737-1308.
  - DOC reviews and submits written closeout request Memo to MSBA and documents to Gary Linn and cc [DBEcloseouts@scdot.org](mailto:DBEcloseouts@scdot.org)
- PROFESSIONAL SERVICES (PS)**
  - Submit packet to MSBA, [DBEcloseouts@scdot.org](mailto:DBEcloseouts@scdot.org), to include justification memo to Gary Linn, final DBE Quarterly Report(s), Tracking Spreadsheet and supporting documentation for approval.

***DOC OR PS RECEIVED***

***Date:*** \_\_\_\_\_

***Initials:*** \_\_\_\_\_