

MBE/WBE PROCUREMENTS MADE DURING REPORTING PERIOD

For Monthly Period

To

BUSINESS ENTERPRISE		\$ VALUE OF PROCUREMENT	DATE OF AWARD MM/DD/YY	TYPE OF PRODUCT OR SERVICE* (ENTER CODE)	NAME/ADDRESS/PHONE NUMBER OF MBE/WBE CONTRACTOR OR VENDOR
Minority	Women				

Total \$ Value MBE/W/BE Procurements this period	\$	Total \$ Value of all Procurements this period	\$
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*Type of product or service codes:

1 = Construction

2 = Supplies

3 = Services

4 = Equipment

A = Business Services

B = Professional services

C = Repair Services

D = Personal Services

MBE/WBE PROCUREMENTS

INSTRUCTIONS

A. Definitions

Procurement is the acquisition through order, purchase, lease or barter of supplies, equipment, construction, or services needed to accomplish the Work:

B. Completing the form:

1. Check MBE or WBE (see 00120 for definitions)
2. Dollar value of the procurement means the dollar amount of all MBE/WBE procurement amounts awarded under this reporting period.
3. Date of award, shown as Month, Day, Year.
4. Using codes at the bottom of the form, identify type of product or service acquired through this procurement (e.g., enter 1 if construction, 2 if supplies).
5. Name and address of MBE or WBE firm
6. Total dollar value of all M/WBE procurements this reporting period
7. Total dollar value of all procurements (including M/WBE and non-M/WBE) this reporting period