

MONTHLY MBE/WBE UTILIZATION REPORT FOR PURCHASING

PLEASE NOTE: A copy of all invoices issued by sub-contractors must be attached to this report.

PROJECT INFORMATION:

Project Name:	ANNUAL AGREEMENT LAWN MAINTENANCE FOR XYZ PARK	Date Awarded:	1/2/2007
Company Name:	ABC LAWN CARE	Project #:	RFP07-3456
Negotiated Fee/Contract Award Amount:	\$600,000.00	Prime Paid to Date:	\$300,000
Amendments/Change Order Amounts:	\$125,000	Prime Paid this Month:	\$50,000
Current Contract Total:	\$725,000	Reporting Period Ending: Month/YR	Jun-07
Total # Amendments/Change Orders	1	Payment #	6
Status of the Project:	<input checked="" type="checkbox"/> ACTIVE <input type="checkbox"/> ON HOLD <input type="checkbox"/> COMPLETE		

PRIME CONTRACTOR INFORMATION:

Contact Name:	Mr. DEF	E-Mail Address:	
Phone:	999-999-9999	Fax:	888-888-8888

SUB-CONTRACTOR UTILIZATION:

MBE SUB-CONTRACTOR(S)								
Firm Name	Start Date	Allocated Fee/Yr	Amendments/Change Orders \$\$	Change Order #	Amount Paid This Month	Payment #	Amount Paid to Date	% Paid to Date
123 LANDSCAPING CO.	1/2/2007	\$ 75,000.00	\$15,000		\$ 10,000.00	2	\$ 20,000.00	
456 LAWN CARE CO.	1/2/2007	\$ 33,000.00	\$7,500		\$ 5,000.00	1	\$5,000	
		\$	\$		\$		\$	
		\$	\$		\$		\$	
		\$	\$		\$		\$	
		\$	\$		\$		\$	
Totals:		\$ 108,000.00	\$ 22,500.00		\$ 15,000.00		\$ 25,000.00	8%

WBE SUB-CONTRACTOR(S)								
Firm Name	Start Date	Allocated Fee/Yr	Amendments/Change Orders \$\$	Change Order #	Amount Paid This Month	Payment #	Amount Paid to Date	% Paid to Date
789 PESTICIDE CO.	1/2/2007	\$ 21,000.00	\$5,000		\$ 5,000.00	1	\$ 5,000.00	
LMN ENVIRONMENTAL	1/2/2007	\$ 15,000.00	\$2,500		\$ 3,000.00	1	\$ 3,000.00	
		\$	\$		\$		\$	
		\$	\$		\$		\$	
		\$	\$		\$		\$	
		\$	\$		\$		\$	
		\$	\$		\$		\$	
		\$	\$		\$		\$	
		\$	\$		\$		\$	
Totals:		\$ 36,000.00	\$ 7,500.00		\$ 8,000.00		\$ 8,000.00	3%

I certify that the information submitted in this report is in fact true and correct to the best of my knowledge.

SIGNATURE	TITLE	DATE
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