

## MONTHLY MBE/WBE UTILIZATION REPORT FOR CONTINUING SERVICE PROJECTS

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

**PROJECT INFORMATION:**

CONTINUING SERVICE AGREEMENT:				Task#:		
Task Name:				Date Awarded:	/ /	
Company Name:				Project #:		
Negotiated Fee/Contract Award Amount:				Prime Paid to Date:	\$	
Amendments/Change Order Amounts:				Prime Paid this Month:	\$	
Current Contract Total:	\$0.00			Reporting Period Ending: Month/YR		
Total # Amendments/Change Orders				Payment #		
Status of the Project:	<input type="checkbox"/> ACTIVE		<input type="checkbox"/> ON HOLD		<input type="checkbox"/> COMPLETE	

**PRIME CONTRACTOR INFORMATION:**

Contact Name:				E-Mail Address:		
Phone:				Fax:		

**SUB-CONSULTANT UTILIZATION:**

MBE SUB-CONSULTANT(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
		\$	\$		\$		\$	
		\$	\$		\$		\$	
		\$	\$		\$		\$	
		\$	\$		\$		\$	
		\$	\$		\$		\$	
		\$	\$		\$		\$	
		\$	\$		\$		\$	
<b>Totals:</b>		\$ -	\$ -		\$ -		\$ -	<b>#VALUE!</b>
WBE SUB-CONSULTANT(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
		\$	\$		\$		\$	
		\$	\$		\$		\$	
		\$	\$		\$		\$	
		\$	\$		\$		\$	
		\$	\$		\$		\$	
		\$	\$		\$		\$	
		\$	\$		\$		\$	
		\$ -	\$ -		\$ -		\$ -	<b>#VALUE!</b>

**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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