

## MBE MONTHLY REPORT

**Please submit to: Minority Business Affairs Office, 4880 Bulls Bay Highway  
Jacksonville, FL 32219  
or fax to (904) 858-1492**

Name of Contractor / Consultant:      Company XYZ				
Project Title: Renovation at ABC school				Project No.: M-12345
For the Time Period of: July 1, 2009		Total Contract Amt: 125,000	Contact Person:    Ms. Jones	Phone#: (904) 123-4567
Type of Project: <input type="checkbox"/> Construction <input type="checkbox"/> Design <input type="checkbox"/> Construction Management <input checked="" type="checkbox"/> Annual Contract <b>if Annual, please note Activation No.: June 2008 contract / activation 1</b>				
MBE Code	MBE Firm Name	Scope of Work	Monthly Payments	Cumulative Payments
<b>AA</b>	<b>Company A</b>	<b>Concrete</b>	<b>5000.00</b>	<b>5000.00</b>
<b>HANA</b>	<b>Company B</b>	<b>Painting</b>	<b>1000.00</b>	<b>1000.00</b>
<b>WBE</b>	<b>Company C</b>	<b>Carpet Installation</b>	<b>5000.00</b>	<b>5000.00</b>

PERCENTAGE OF OVERALL CONTRACT COMPLETION:   75   %

The undersigned hereby affirms and declares that the above listed firms were actually employed in the performance of work services under this contract, and further that each such firm earned and has been paid the stated amounts for their respective efforts.

Under penalties of perjury, I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

\_\_\_\_\_

Date
Signature
Title

- NOTES:**
1. CONTRACTOR SHALL ATTACH TO THIS FORM, A TYPEWRITTEN EXPLANATION OF ANY DIFFERENCES IN MBE PARTICIPATION BETWEEN THIS FORM AND MBE FORM 1, INCLUDING AN ACCOUNTING FOR ANY CHANGES IN MBE FIRMS EMPLOYED.
  2. **THIS FORM MUST BE COMPLETED AND SUBMITTED WITH CONTRACTOR'S REQUEST FOR MONTHLY AND FINAL PAYMENTS. IN ADDITION, PLEASE SUBMIT A COPY OF THIS FORM DIRECTLY TO THE MINORITY BUSINESS AFFAIRS OFFICE OF THE DUVAL COUNTY SCHOOL BOARD.**