

**MARYLAND DEPARTMENT OF PUBLIC SAFETY & CORRECTIONAL SERVICES
MINORITY BUSINESS ENTERPRISE PARTICIPATION
Prime Contractor Invoice Payment Report**

Beginning Report Date (MM/DD/YY) _____ Ending Report Date (MM/DD/YY) _____ Report due by the 10th of following month.	Total MBE Sub Amt:: _____ Total Paid to MBE to Date: _____ Total Paid to MBE this Month: _____ Percent Project Complete: _____ Percent MBE Complete: _____ Project Start & End Dates: _____
Contract Description: _____ Contract Number: _____ PO/ BPO Number: _____ Prime Contract Amount: _____	

Prime Contractor Name: _____ Contact Person: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone Number: _____ Fax: _____ Email: _____

MBE Subcontractor Name: _____
 Contact Person: _____ Email: _____
 Address: _____ MDOT Certification #: _____
 City: _____ State: _____ Zip: _____
 Phone Number: _____ Fax: _____
 MBE Services Provided: _____

List all payments paid to MBE during this report month

1. \$ _____	Check No. _____	4. \$ _____	Check No. _____
2. \$ _____	Check No. _____	5. \$ _____	Check No. _____
3. \$ _____	Check No. _____	6. \$ _____	Check No. _____

Total Dollars Paid this month \$ _____

List all unpaid invoices over 30 days from vendor & reason for non-payment. (Attach supporting documentation)

1. \$ _____	Invoice No. _____	4. \$ _____	Invoice No. _____
2. \$ _____	Invoice No. _____	5. \$ _____	Invoice No. _____
3. \$ _____	Invoice No. _____	6. \$ _____	Invoice No. _____

Total Amount Unpaid \$ _____

Reason for Non-payment: _____

***** If more than one (1) MBE subcontractor is used on this contract, use DPSCS OS 06 MBE form.**

Return one (1) copy of this form to:

_____, Contract Monitor
 Department of Public Safety and Correctional Service

Return Original Form to:

Minority Business Enterprise Division
 Department of Public Safety and Correctional Services
 6776 Reisterstown Road, Suite 208
 Baltimore, MD 21215
mbe@dpsc.state.md.us

Signature: _____ Date: _____

 (Print Name and Title)

To be completed **Monthly** by Prime Contractor