

This form is to be completed monthly by the prime Consultant.

ATTACHMENT 5

**Maryland Motor Vehicle Administration
Minority Business Enterprise Participation
Prime Consultant or Contractor Paid/Unpaid MBE Invoice Report**

Report #: _____ Reporting Period (Month/Year): _____ Report is due by the 10th of the month following the month the services were provided.	Contract #: Contracting Unit: Contract Amount: MBE Subcontract Amt: Project Begin Date: Project End Date: Services Provided:
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Prime Consultant or Contractor:		Contact Person:	
Address:			
City:		State:	ZIP:
Phone:	FAX:		
Subcontractor Name:		Contact Person:	
Phone:	FAX:		
Subcontractor Services Provided:			

<p>List all payments made to MBE Subcontractor named above during this reporting period:</p> <table> <thead> <tr> <th></th> <th><u>Invoice#</u></th> <th><u>Amount</u></th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td></tr> </tbody> </table> <p>Total Dollars Paid for the Month: \$ _____ Total Dollars Paid to Date: \$ _____</p>		<u>Invoice#</u>	<u>Amount</u>	1.			2.			3.			<p>List dates and amounts of any unpaid invoices over 30 days old.</p> <table> <thead> <tr> <th></th> <th><u>Invoice #</u></th> <th><u>Amount</u></th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td></tr> </tbody> </table> <p>Total Dollars Unpaid: \$ _____</p>		<u>Invoice #</u>	<u>Amount</u>	1.			2.			3.		
	<u>Invoice#</u>	<u>Amount</u>																							
1.																									
2.																									
3.																									
	<u>Invoice #</u>	<u>Amount</u>																							
1.																									
2.																									
3.																									

**If more than one MBE Subcontractor is used for this Contract, you shall use separate Attachment 5 forms.
**Return one copy (hard or electronic) of this form to the following address (electronic copy with signature and date is preferred):

Ms. Marlo Johnson, MBE Compliance Manager
Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, MD 21062
mjohnson10@mdot.state.md.us

Signature: _____ Date: _____

