

SAMPLE REQUEST FOR DBE CREDIT FOR DBE NON-SUBCONTRACTOR

This letter is required to give prime contractors the correct DBE credit for DBE firms who are not subcontractors. Prepare a letter using this format ONLY for DBE goal credit for hauling or supply materials.

**(CONSTRUCTION ENGINEER)
(KDOT FIELD OFFICE)**

Dear **(CONSTRUCTION ENGINEER)**:

Subject: **(PROJECT NUMBER)
(Contract Number)
Request for DBE MATERIAL \ SUPPLY \ HAULING)**

DBE Company: **(NAME OF DBE COMPANY)**

Address: **(ADDRESS FOR THE DBE)**

Contract Line:

Item Code:

Quantity:

Unit Measure:

Item Description:

Unit Price:

Actual Amount to be paid to DBE

DBE Credit Amount 60% or 100% - State which used

Remarks:

Signature: (Company Officer)

(ADDRESS FOR PRIME CONTRACTOR)