



**Fiscal Year 2015 Instructions  
Annual Minority Business Enterprise Procurement Report  
Summary Statement  
(fillable pdf)**

Row #1 Input Total dollars awarded to MBEs (total from Form1 Spreadsheet cell K23)

Row #2 Total dollars paid to MBEs is auto-populated from data input from 2a. and 2b.

2a. Input Total from Form3 Database "Subcontractor Information Report" plus,

2b. Input Total from Form3 Database "Prime Contractor Actual Payment by Classification Report" minus the amount for non-minority category

Row #3 Input Total dollars awarded (Total from Form1 Spreadsheet cell C23)

Row #4 Input MBE awards as a percentage of contract awards (from Form1 Spreadsheet cell L23)

**\*\*NEW\*\* Signatures of Report Preparer and Chief Financial Officer are now required**

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