

MONTHLY PAYMENT SCHEDULE

Instructions:

1. List all payments you made to (or on behalf of) the W/MBE subcontractors and/or suppliers during the indicated month.
2. Complete and submit a report every month, from the issue date of the notice to proceed until the date when you have made the final payment to (or on behalf of) all the W/MBE subcontractors and/or suppliers.
3. Submit the completed report by the fifth working day of the following month.
4. Submit the report to: City of Tampa-Minority Business Development Office
306 East Jackson Street MC146A7E
Tampa, Florida 33602

Direct questions to the Minority Business Develop Office at (813) 274-5522 or fax number (813) 274-5544

5. Submission of this report is not required for projects that do not have W/MBE subcontractors and/or suppliers.

This report is for the month of: _____
(List month and year.)

Project Name _____ Project Number _____
Department _____

Payments were made to (or on behalf of) the following W/MBE subcontractors and/or supplies:

W/MBE company' s name	Payment date	payment amount	retainage amount

This form is being submitted by:
Company name: _____
Signature: _____
Title: _____ Date: _____