



**ARIZONA DEPARTMENT OF TRANSPORTATION**  
**DISADVANTAGED BUSINESS ENTERPRISE (DBE)**  
**Joint Check Request**

TRACS No(s).: \_\_\_\_\_ Project/Contract No.: \_\_\_\_\_  
Prime Name: \_\_\_\_\_ AZ UTRACS Registration No.: \_\_\_\_\_  
DBE Firm: \_\_\_\_\_ AZ UTRACS Registration No.: \_\_\_\_\_  
Material Supplier: \_\_\_\_\_ AZ UTRACS Registration No.: \_\_\_\_\_  
Requestor: \_\_\_\_\_ Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

ADOT will closely monitor the use of joint checks. To receive DBE credit for performing a commercially useful function with respect to obtaining materials and supplies, a DBE must "be responsible for negotiating price, determining quality and quantity, ordering the material and installing (where applicable) and paying for the material itself." Only when a DBE meets all of these requirements should credit be counted for the procurement of the items by the DBE. Please refer to the DBE Special Provisions Section 23 Joint Checks for qualifying conditions. If proper procedures are not followed or ADOT determines that the arrangement results in lack of independence for the DBE involved, no credit for the DBE's participation as it relates to the material cost will be counted toward the contract goal requirement.

I have read and understand the above information and have attached a copy of the Joint Check Agreement relating to this request. I hereby acknowledge that the information provided on this form is true and accurate.

_____ Authorized DBE Representative (print name)	_____ Signature	_____ Date
_____ Authorized Prime Representative (print name)	_____ Signature	_____ Date
_____ Authorized Material Supplier Representative (print name)	_____ Signature	_____ Date

**FOR BECO USE ONLY**

Request is: Approved ☐ Not Approved ☐

BECO Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_