



**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 AGENCY/BECO USE ONLY

Request is: Approved ☐ Not Approved ☐

Agency Representative: _____

Signature: _____

Date: _____

BECO Representative: _____

Signature: _____

Date: _____