

**ATTACHMENT 2 TO EXHIBIT G
DALLAS AREA RAPID TRANSIT - D/M/WBE FORM**

**INSTRUCTIONS FOR CONTRACTORS
"HOW TO FILL OUT VENDOR PAYMENT REPORT"**

The Vendor Payment Report is to be filled out by the Contractor and submitted with each invoice. The instructions below correspond to each item on the report. Please follow the instructions.

1. **Invoice No.**
Fill in the invoice number accompanying this report.
2. **Report No.**
Fill in the number of the report you are sending in sequence, e.g., if this is the second invoice submitted, indicate Report No. 2.
3. **Reporting Period**
This is to be filled in to state the period of time you are reporting. Example: From: April 1, 1991 To: April 30, 1991.
4. **DART Contract Number**
Fill in the contract number assigned to your project by DART.
5. **Type of Contract**
Designate the type of contract that has been awarded to your company by DART.
6. **Contractor's Business Name, Address and Telephone Number**
Fill in your company's name, address, and telephone number.
7. **Date of Contract Award**
Fill in the date the contract was finally executed by both you and DART.
8. **Scheduled Date of Completion**
Fill in completion date of contract as written in contract.
9. **Original Contract Amount**
Fill in dollar amount of original contract agreed upon by you and DART.
10. **Current Amended Contract Amount and Date**
Fill in dollar amount of original contract plus/minus the dollar amount agreed upon at a later date as a result of contract modifications, if applicable. Include date modification was executed.
11. **Total Amount Received to Date**
Fill in the dollar amount you have received from DART to date.
12. **Total Amount Owed**
Fill in the dollar amount of the contract minus amount paid to you by DART.
13. **Committed Disadvantaged/Minority/Women-Owned Participation**
Fill in the percentage of D/M/WBE participation you committed to obtain in the contract.
14. **Instructions for Calculation of Disadvantaged/Minority/Women-Owned Business Enterprise Percentage**
(Complete in accordance with directions on the form.)
15. **Actual Disadvantaged/Minority/Women-Owned Business Enterprise Percent Paid-to-Date**
Fill in the calculated dollar amount paid to the D/M/WBE divided by the dollar amount you received from DART.
16. **Name of Subcontractors**
Name all D/M/WBE subcontractors. (Use additional sheets as necessary.)
17. **Disadvantaged/Minority/Women-Owned Business Enterprise**
State whether the subcontractor is a DBE/MBE/WBE.
18. **Description of Work**
State the work performed by the D/M/WBE subcontractor.
19. **Amount and Date of Last Payment**
State the amount and date of last payment made to each D/M/WBE subcontractor. Submit evidence of payment, i.e., cancelled check, check register, etc.
20. **Subcontract Value (Dollars)**
State the committed dollar value to the D/M/WBE subcontractor for the duration of the contract.
21. **Total Amount Paid-to-Date (Dollars)**
Add all amounts paid to each D/M/WBE subcontractor to date.
22. **Percent of Committed Amount Paid to Date**
State dollar amount paid to the D/M/WBE subcontractor divided by the amount committed to them.
23. **Amount of This Invoice Allocated to the Subcontractor**
Fill in how much of this invoice will be paid to each D/M/WBE subcontractor.

