NYS Department of State ● Minority and Women-owned Business Enterprises Program
One Commerce Plaza, 99 Washington Avenue, Albany NY 12231-0001 ● (518) 474 - 5741

Minority and Women-owned Business Enterprises (MWBE) Program
Quarterly Contractor Report

INSTRUCTIONS:
1. Please prepare reports based on calendar quarters, or prepare one annual report.
2. Use a separate Report sheet for each contract or program area
3. Record the amount paid for each service/product for the time period identified below.
4. Send completed reports to the Minority and Women-owned Business Enterprises Program at the above address.

REPORT PERIOD
Report should cover a calendar quarter OR the program year. FROM: TO:
Enter the inclusive dates of the quarter or for the program year.

CONTRACTOR NAME	*PROGRAM*	*DOS CONTRACT NUMBER*
CONTRACTOR ADDRESS		*Service Area of Contract Work*
NAME and TITLE of CONTACT PERSON (Please Print)		( ) *TELEPHONE NUMBER*

VENDOR NAME and ADDRESS	TYPE of VENDOR	DESCRIPTION of SERVICE/PRODUCT	AMOUNT PAID THIS PERIOD	COMMENTS
	☐ MBE ☐ WBE		$	
	☐ MBE ☐ WBE			
	☐ MBE ☐ WBE			
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