



DBE JOINT CHECK APPROVAL

CSJ: _____

Project Number: _____

Highway: _____

County: _____

To: _____ (Area/Project Engineer),

We have received the **attached request** for the use of joint check arrangements from our DBE Subcontractor/Supplier _____. This arrangement is at the DBE Subcontractor's and Supplier's request and the parties involved agree that the DBE Subcontractor will place all orders to pertinent Suppliers. We further agree that the DBE Subcontractor retains all final decision-making responsibilities as stated in the Federal DBE Regulations 26.55 (c)(1).

We, as the Contractor for the project, agree to issue joint checks for payment of sums due, on the above referenced project, as a guarantor to pertinent Suppliers of the DBE Subcontractor. We further agree to notify you when the joint checks will be used and will provide the joint check agreement upon your request.

Contractor: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

Reserved for COSA Use Only

COSA Approval:

Signature: _____

Print Name: _____

Title: _____

Date: _____

District Procedures:

1. Provide a copy of the approval or denial for the contractor.
2. Maintain a copy for the files.
3. Conduct reviews of the Contractor and DBE procedures on the use of joint checks.

