

Kansas Department of Transportation

Instructions for Completing the Monthly Payment Information Form

This monthly report is used to identify Disadvantaged Business Enterprise (DBE) vendor usage and opportunities, in order for the KDOT Public Transportation program to meet its mandated goal as monitored by the Federal Transit Administration (FTA). As a part of that mandate, all Section 5311 (General Public) Transportation Service Providers shall complete this form on a monthly basis and submit it to their CTD Administrator by the 10th of the following month. Failure to submit this report as required will result in forfeiture of funding for the non-compliant month.

ALL 3 PAGES OF THE FORM MUST BE SUBMITTED, AND THE FORM MUST BE SIGNED. COMPLETE THE FORM AS FOLLOWS:

Provider: Enter the name of the Section 5311 transportation service provider agency.

Information for the Month of: Enter the month and year for the reporting period.

Vendor Information

Categories to report are: Fuel Vendors, Maintenance Vendors, Insurance Vendors, and Storage Vendors

- Enter the name and address of each firm from who services/materials were obtained under each category.
- Enter the total Number of Transactions (how many times you purchased products/services from the vendor listed).
- Enter the total Amount(s) of Transactions (total amount paid for the products/services from the vendor listed).

Signatures

Submitted by / Date: Enter the name of the person responsible for administering the Section 5311 transportation service provider agency and the date the form was submitted.

Title / position: Enter the job title of the person who signed the report.