

Oklahoma Department of Transportation  
Civil Rights Division  
Disadvantaged Business Enterprise (DBE)  
Website Reimbursement Form

The DBE Website Reimbursement Form is available to **any currently certified DBE firm**. Prior to making a request, firms must have all certification paperwork updated in the Civil Rights Certification and Compliance System.

This request is for DBE firms that are interested in enhancing their marketing abilities. Website services must be offered from hosting sites that can be verified. **In order to participate, DBE firms are required to submit their request at least two months before service.** Services completed prior to a request or approval will not be reimbursed. Incomplete requests will not be approved. No training will be paid unless prior approval is obtained from the DBE Supportive Services Coordinator. Qualifying applications will be approved on a first-come, first-serve basis, as funds are available.

Completed forms along with documentation should be emailed to [kellye.johnson@odot.org](mailto:kellye.johnson@odot.org) :

**CERTIFIED DBE FIRM:**

DBE Firm:  Date of Request:

Contact:  Phone:

Email Address:

Name of Website Designer/Company:

What service(s) will you be seeking:

Address:

Cost:

Requested Start Date:  Anticipated Completion Date:

Signature Field

**(Office Use Only)**

Date Received:

Verified all paperwork updated

Not to exceed (\$)

Approved

Denied

Comments:

Authorized Signature/Date:

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