

# ADBECA ANNOUNCEMENT

## DBE WORKSHOP

### *Task Reimbursements*

*What Qualifies and How to Get Yours*

Saturday, August 30<sup>th</sup> • 10AM-2PM

ADBECA, Inc.

1510 S. Broadway • Little Rock, AR 72202

501.374.4680

**Another ADBECA Workshop designed to increase your success!**

### **Task Reimbursements**

#### **What Qualifies and How To Get Yours**

We will be guiding you through the steps to obtain your Task Reimbursement. We will show you how to fill out the forms and what is required from you to obtain a Task Reimbursement.

**The following items are just a partial list of what you need to bring for various qualifying Task Reimbursements:**

Original receipts for software, mileage, lodging, etc.

Copy of original invoice for Financial Statements, Tax Returns, Audit Reports/Review, etc.

Copy of original invoice for Website Development

Copy of original invoice for Preparation of Statement of Qualification and Past Performance, Bid Preparation along with Cost Estimate, etc.

If you have any questions, call Wyndi Hughes at 501-374-4680.

**Supportive Service Consultants will be on-site.**

**YOU MUST RSVP!!!** A complimentary lunch will be served and we want to prepare for the correct number of attendees.

**RSVP NOW! Call (501) 374-4680**

**Register Online at [www.adbeca.com](http://www.adbeca.com)**

**Or email: [tarmond@adbeca.com](mailto:tarmond@adbeca.com)**

### **REGISTER NOW!**

**Fill Out & Return Fax To (501) 375-1277**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

# of people attending from your company \_\_\_\_\_