

**INSTRUCTIONS FOR COMPLETING THE NEW QUARTERLY HUB PURCHASING REPORT**

1. Enter the name of your Agency, Public School, College or University in the box provided.

**Print Entity Name:**

2. Choose or Fill-in the quarter for which you are reporting (1st, 2nd, 3rd, or 4th).

**Reporting Quarter:**

**Section I:**

3. Under Roman numeral **I. TOTAL ENTITY PURCHASES FOR THE QUARTER**, will be calculated and entered by the system as sections II, III, and IV (below) are completed.

This is the total amount spent on all HUB and Non-HUB goods and services.

**Section II:**

4. Under Roman numeral **II. TOTAL TERM CONTRACT PURCHASES (HUB and Non-HUB)**; enter the total dollar amount spent on all HUB and Non-HUB Term Contract Purchases.
5. Next, move on to the following section:

<b>1. Minority - Owned:</b>
<i>a) Black</i>
<i>b) Hispanic</i>
<i>c) Asian American</i>
<i>d) American Indian</i>

The new form requires totals for each of the minority categories to be broken down and entered separately.

Totals need to be entered in the green boxes next to: a), b), c), and d) which correspond to cells B15 through B18.

The system will add-up and place the grand total for **1. Minority - Owned**: in the appropriate *yellow* box to the right of the form.

6. Enter the appropriate amounts in the green boxes beside numbers **2.** through **6.**
7. In **A**, include dollars that were spent with HUBs involved in subcontracting opportunities (e.g. cabling, installation, leasing etc.) but not included in the above categories.
8. The Total Term Contract HUB Purchases box:

<b>TOTAL TERM CONTRACT HUB PURCHASES:</b>	<b>\$</b>	<b>-</b>
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sums up the total dollars spent on HUB Term Contract Purchases based on the information entered in steps 5. through 7. above.

**Section III:**

9. Under Roman Numeral **III. TOTAL COMMODITY PURCHASES (HUB and Non-HUB)**; enter the total dollar amount spent on all HUB and Non-HUB Commodity Purchases.

Include commodity purchases that each entity makes under its delegation, as well as those handled by Purchase and Contract.

10. Complete boxes as in steps 5. through 7. above (Section II:). The Total will again be computed.

**Section IV:**

11. Under Roman Numeral **IV. TOTAL SERVICE CONTRACT PURCHASES (HUB and Non-HUB)**; enter the total dollars spent on all HUB and Non-HUB Service Contract Purchases.

12. Complete boxes as in steps 5. through 7. above (Section II:). The Total will again be computed.
13. Two individuals must date, print their names, titles, e-mail addresses and telephone numbers and sign the form.
14. Save a copy of the form.

The form can be emailed to the HUB Office (following completion) by clicking box **A11** with your mouse.

[CLICK HERE TO EMAIL THE REPORT \(after completing\).](#)  
[Attach a saved copy of this report to the email before sending.](#)

Clicking on this box will open your email application with the To: field already completed with the HUB Office email address. Please attach the completed Excel report file that you created and click on **Send** to complete the process.

As an alternative, Choosing File/Send To/Mail Recipient (as Attachment) will open the email application with the document already attached. Please type in: [Huboffice.doa@doa.nc.gov](mailto:Huboffice.doa@doa.nc.gov) and click on **Send** to complete the process.

Please submit both a signed and an electronic copy of the form. You can mail the second copy later.

Quarterly reports are due on the 30th day following the end of each quarter:

First Quarter (7/1 to 9/30), due date=October 30

Second Quarter (1/1 to 3/31), due date=January 30

Third Quarter (1/1 to 3/31), due date=April 30

Fourth Quarter (4/1 to 6/30), due date=July 30

The Mailing Address is: NC Department of Administration, Office for Historically Underutilized Businesses, 1336 Mail Service Center, Raleigh, NC 27699-1336 Ph: (919) 807-2330 Fax: (919) 807-2335