



**SDI (SUPPLIER DIVERSITY INITIATIVE)
REPORTING FORM**

This form must be completed and submitted with any project invoice to the address listed below. (See GC-19 Equal Employment Opportunity in our General Conditions.)

In order for you to **receive payment** for short-form contract work billed to the Department of Facilities Planning and Management, you must complete this form and attach it to every invoice you submit. This information will help us track progress on our effort to increase minority- and women-owned representation and minority- and women-employee participation. **Mail the invoice and a completed copy of this form to the address listed below.**

Contractor _____

Sub-Contractor (if applicable) _____

W. U. Facilities Supervisor _____

Building or Area _____

Work Order#/Project # _____ Work performed _____

PO # _____ Invoice # _____ Invoice Date _____

Time Period of Project: Start Date _____ End Date _____

Total Project Cost _____

Cost w/in Project: Minority-owned portion \$ _____ Woman-owned portion \$ _____

Total Employee Hours Worked During Project _____

Total Minority Work Hours _____ Total Women Work Hours _____

Please address any questions or concerns to: Robert Hall, Director of Maintenance Operations, (314) 935-6038, hall@wustl.edu, or Ed Barry, Director of Utility Operations, (314) 935-4319, ebarry@wustl.edu.

This form must be completed and submitted with any project invoice to this address:

Washington University in St. Louis
Campus Box 1036
One Brookings Drive
St. Louis, MO 63130-4899
(314) 935-5550
FAX (314) 935-5564