



**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 Bill Wiley, Manager of Maintenance Operations (935-5539, [bwiley@wustl.edu](mailto:bwiley@wustl.edu)) or Ed Barry, Manager of Utilities Operations, (935-4319, [ebarry@wustl.edu](mailto: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