

**UNIVERSITY OF PITTSBURGH - FACILITIES MANAGEMENT DIVISION  
 MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE PARTICIPATION REPORT FORM  
 REPORT PERIOD \_\_\_\_\_ THROUGH \_\_\_\_\_**

**Contractor:** \_\_\_\_\_ **Contract No.:** \_\_\_\_\_ **Job No.:** \_\_\_\_\_

**MBE**

<b>NAME OF COMPANY and ADDRESS</b>	<b>PHONE</b>	<b>CERTIFYING AGENCY</b>	<b>AMOUNT OF CONTRACT COMMITMENT</b>	<b>AMOUNT PAID THIS INVOICE</b>	<b>DATE PAID</b>	<b>TOTAL AMOUNT PAID TO DATE</b>

**WBE**


**I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE :**

\_\_\_\_\_  
**Signature**      **DATE:** \_\_\_\_\_      **PRINT NAME:** \_\_\_\_\_

**INSTRUCTIONS  
FOR COMPLETING THE  
UNIVERSITY OF PITTSBURGH  
MBE\WBE PARTICIPATION REPORT FORM**

**Who must complete the form?**

All individuals under contract with Facilities Management. There is no dollar limit per level of participation.

**How do I complete this form?**

The form is self explanatory.

If you have more contractors or professionals than you do spaces, you should fill out multiple forms and collate.

A separate form must be completed for each contract you have with the University.

**When does the form have to be completed?**

The form must be submitted with **each** payment request you submit to Facilities Management.

**What will the University do with the completed form:**

Your information will be reviewed by Facilities Management, verified for authenticity. The information will be included in the University's Quarterly and Fiscal Year MBE/WBE Reports.

**Where do I return the form? Return with each payment request to: [FMContractsPayable@pitt.edu](mailto:FMContractsPayable@pitt.edu).**

**NO INVOICES WILL BE PAID UNTIL MBE/WBE REPORT IS COMPLETED.**

If you have any questions, please contact the Office of Facilities Management, Contract Administration at (412) 624-9514 or (412) 383-2253