<table>
<thead>
<tr>
<th>NU Project Manager</th>
<th>Contractor</th>
<th>Accounting Assistant</th>
<th>Procurement and Payment Services</th>
<th>Accounts Payable</th>
</tr>
</thead>
</table>
| Scope of work is over $25K and bids need to be requested. | Bidder completes the Supplier Diversity Form and submits with initial bid. Form contains:  
- Project Information  
  - Total contract bid amount  
  - Total estimated amount subcontracted  
  - Contractor company information  
  - Contact person  
  - Telephone number  
  - E-mail address  
  - Contractor signature  
  - Subcontractor information (if applicable)  
  - Subcontractor(s) name  
  - Subcontractor status  
  - Description of service and/or supplies  
  - Estimated $ value of work to be subcontracted | Review for approval the invoice and Supplier Diversity Form for completion; submit to Accounting Assistant for processing. | Review and process accounting documents.  
- Submit invoice for payment processing to Accounts Payable.  
- If applicable, submit Supplier Diversity Form to PPS for documenting purposes. | Supplier Diversity Form is logged with subcontractor’s information. |
| Inform bidders in the bid packet of the Supplier Diversity Form. The completion of the form is required upon the submittal of initial bid. | Bids are reviewed and vendor is selected and awarded bid. Written vendor contract is executed and PO is created. | Submit invoice with completed Supplier Diversity Form for work throughout project. Additional fields on form that should be filled in include:  
- Invoice Information  
  - Invoice date  
  - Invoice #  
  - Total amount paid to subcontractor | Invoice is processed and paid. |
| Project is completed. | | | | |