Attn: Division of Race & Equity, City Coordinator

Date: *[INSERT DATE]*

|  |  |  |
| --- | --- | --- |
| Invoice # *[INSERT INVOICE#]* | Contract # *[INSERT CONTRACT #]* | Supplier # [INSERT SUPPLIER #] |

|  |  |
| --- | --- |
| **Vendor Name:**  [INSERT NAME]  [INSERT MAILING ADDRESS]  [INSERT CONTACT INFO] | **To:**  Joy Marsh Stephens City of Minneapolis  Division of Race & Equity, City Coordinator 350 South 5th Street, M301  Minneapolis, MN 55415 |

Description of work completed this period: Fee:

|  |  |
| --- | --- |
| Item 1 | $ |
| Item 2 | $ |
| Item 3 | $ |
| Item 4 | $ |
| Item 5 | $ |

**Total Amount Due:**

Please save as a PDF and submit invoices to [submitinvoices@minneapolismn.gov](mailto:submitinvoices@minneapolismn.gov) & raceequity@minneapolismn.gov.