



Wyoming Livestock Board

"Safeguarding Wyoming's Livestock Industry Today and for the Future"

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Dave Freudenthal
Governor

James L. Schwartz, Director - Chief Executive Officer
Jim Logan, DVM - State Veterinarian

Walter E. Cook, DVM
Assistant State Veterinarian

Memorandum

To: Brucellosis Testing Reimbursement vendors

From: Jill Graves

Date: November 10, 2009

Subject: Invoicing Requirements

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Requirements to all participating vendors, any invoices received in our office requesting reimbursement for Brucellosis testing must meet these requirements or will be returned for correction before processing.

1. Invoices must be on the Wyoming Livestock Board forms (electronic copies of these are available) and the name of the payee must match the name in the WOLFS system.
2. Invoices must be signed and notarized.
3. There may only be one calendar month of testing dates per invoice.
4. Invoices for the month must be submitted by the 15th of the following month in order to qualify for reimbursement.
5. Copies of ALL test charts listed on the invoice must accompany the invoices in order for invoices to be paid.
6. Current reimbursement rates are as follows:
 - a. \$5.00 per head for veterinarians testing on ranches inside the designated surveillance area.
 - b. \$3.50 per head for sale barn veterinarian testing.
 - c. \$2.00 per head to reimburse for personnel expenses from testing at sale barns.

Again this is to help us to meet our reporting and auditing needs, if you have any questions please feel free to contact Jill Graves at (307) 777-6288 jgrave@state.wy.us, or Anne Iske, Budget Officer, at (307) 777-7516 or aiske@state.wy.us .

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Invoice for Brucellosis Testing Compensation

Invoice Date: _____ TO _____

Send Invoice To: Attn: BR Comp, WLSB, 1934 Wyott Drive, Cheyenne WY 82002

Remit To: Vendor/EIN#

EFT

Veterinarian's Name:

Mailing Address:

Phone Number:

For Office use Only

Test Confirmed	Test Chart #	Test date	Producer's Name & Address	County of Origin	County Tested In	# of Head Tested	Fee/Per head	Extended Cost
							Total from other pages:	
							Invoice Total:	

Affidavit

I, _____, Certify that all of the livestock
 (Veterinarian's Signature)
 on this form have been blood-tested for Brucellosis by myself, and the tests have been sent to the
 Wyoming State Veterinary Laboratory.

State of Wyoming

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County of _____

The foregoing instrument was acknowledged before me by _____,
 this _____ day of _____, 20_____.

Witness my hand and official seal.

_____ My commission expires on: _____

Signature of Notary Public

