



Wyoming Livestock Board

"To represent and serve Wyoming's livestock industry through protecting livestock health and verifying livestock ownership."

1934 Wyoott Drive, Cheyenne, Wyoming 82002-0051
Phone: (307) 777-7515 ■ Website: <http://wlsb.state.wy.us>



Memorandum

To: Brucellosis Testing Reimbursement Vendors

Subject: Invoicing Requirements for Custom Slaughter Plants

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The Wyoming Livestock Board appreciates your participation in the mandatory brucellosis surveillance program.

Requirements for all participating vendors are listed below. 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 submitted monthly.** Late invoices may not be able to be paid due to complications with budget and auditing of our brucellosis appropriation.
2. Invoices must be on the Wyoming Livestock Board forms (electronic copies of these are available at [http:// wlsb.state.wy.us](http://wlsb.state.wy.us)) and the name of the payee must match the name in the State of Wyoming WOLFS accounting system.
3. Invoices must be signed and notarized – this is a statutory requirement and invoices will not be processed for payment if not signed and notarized.
4. Copies of ALL test charts listed on the invoice must accompany the invoices in order for invoices to be paid.
5. Current reimbursement rates are as follows:

\$3.50 per head for samples collected at Wyoming Slaughter Plants.
6. All requirements outlined in the Chapter 6 rules must be met in order for reimbursement to be made. This includes Chapter 6 rules, section 8 (b)- (b):

“Payment will only be made for Testable Samples which are received at the Wyoming State Veterinary Laboratory in properly labeled tubes and with properly completed legible APHIS Brucellosis test charts...”

If samples are not testable, by rule we cannot pay for them, so please submit samples timely after they are collected to maximize their diagnostic value and your reimbursement.

All of the above are required to help us to meet our reporting and auditing needs. If you have any questions please feel free to contact Dr. Brad De Groot, Assistant State Veterinarian at (307) 777-6440 or email Dr. De Groot at brad.degroot@wyo.gov .