



Wyoming Livestock Board

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

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Matthew H. Mead
Governor

Jim Logan, DVM-State Veterinarian

Steve True
Director-Chief Executive
Officer

To: Brucellosis Testing Reimbursement Vendors
From: Anne Enright, Accounting Analyst.
Date: December 28, 2015
Subject: **Invoicing Requirements**

Requirements to 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 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.
2. Invoices must be signed and notarized – this is a Statutory requirement and invoices will not be processed for payment if not signed and notarized.
3. Invoices should be submitted monthly.
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:
 - a. \$5.00 per head for veterinarians testing cattle originating from the designated surveillance area or areas of concern.
 - b. \$5.50 per head to veterinarians for cattle tested at sale barns.
 - c. \$2.00 per head to reimburse personnel handling cattle presented for Brucellosis testing at sale barns.
 - d. \$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.

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 Anne Enright at (307) 777-6288 or email at anne.enright@wyo.gov or call Reception at (307) 777-7515.

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