



Wyoming Livestock Board

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

1934 Wyott Drive, Cheyenne, Wyoming 82002-0051

Phone: (307) 777-7515 ■ Fax: (307) 777-6561 ■ Website: <http://wlsb.state.wy.us>



Mark Gordon
Governor

Hallie Hasel, DVM-State Veterinarian

Steve True
Director- Chief Executive
Officer

Memorandum

To: Brucellosis Testing Reimbursement Vendors

Subject: Invoicing Requirements for Veterinarians

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

Overview: Wyoming State Veterinary Laboratory (WSVL) will send Brucellosis Test Records to Wyoming Livestock Board (WLSB) – Animal Health. For each test record, WLSB-AH will verify the tests are eligible for reimbursement IAW Chapter 6 of WLSB Rules.

For test records that meet requirements for reimbursement, WLSB-AH will create a reimbursement invoice and electronically send the invoice, test records, and current W-9 on file with the state to the veterinarian for verification.

Veterinarian or veterinary clinic personnel will review the documents, note any required changes, and return the documents to WLSB for processing. WLSB will finalize the documents and submit the packet to WLSB – Budget Analyst for payment.

WLSB Requirements:

- Receive Brucellosis Test Records from WSVL
- Review test records and identify reimbursable test records
- Create a reimbursement invoice
- Monthly send the invoice to the veterinarian for verification
- Finalize the documents and submit the packet to WLSB – Budget Analyst for payment

Veterinarian Requirements:

- Establish a national Taxpayer Identification Number (TIN), such as Employer Identification Number (EIN) or Social Security Number (SSN) for reimbursement
- Establish a W-9 on file with the State of Wyoming
- Update the W-9 when required, such as a change of address or type of business
- Establish an email to send and receive documents
- When necessary, add applicable Adult Vaccination records to the monthly invoice. WLSB does not receive a copy of these records from WSVL.
- Review received documents, note any required changes, and return the documents to WLSB for processing within 2 weeks of receipt

All of the above are required to help us to meet our reporting and auditing needs. If you have any questions please contact the Wyoming Livestock Board at (307) 777-7515 or email lsbbrucellosis-mitigation@wyo.gov.

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