

2011 4-H Gateway Academy Billing Information

Below are the procedures that can be used for ordering and billing for the 2011 4-H Gateway Academies. To avoid late payments to vendors submit invoices within two weeks of completion of the 4-H Gateway Academy.

Contact for curriculum questions:

Joanna Skluzacek

436 Lowell Center

610 Langdon St.

Madison, WI 53703

608-265-2949

joanna.skluzacek@ces.uwex.edu

Contact for purchasing & payments:

Tom Carpenter

436 Lowell Center

610 Langdon St

Madison, WI 53703

608-262-1223

tom.carpenter@ces.uwex.edu

1) Prior to the start of the academy, submit to Tom Carpenter:

1. A copy of your academy brochure listing date and location
2. Completed Instructor Payment Info form – including the name of the county 4-H contact

2) Ordering and Billing Information Options:

A. Send supply and material orders to Tom – Utilize this method when possible!

1. Call or email with materials, supplies, etc. to be ordered. Include shipping address.
2. Materials will be ordered by Tom and shipped to the designated school.
3. Cost will be charged directly to the State 4-H Office.
4. Meals may also be paid for using this method

B. School or County Office purchase supplies – submit invoice to State 4-H Office

1. School sends itemized invoice to Tom Carpenter with copies of receipts attached.
2. Reimbursement of food requires list of participants and academy schedule.

C. Instructor or Extension Staff out-of-pocket expenses

1. Reimbursement to an individual requires the original receipt
2. Instructor submits original receipts for out-of-pocket expenses to Tom.
3. Extension staff submits their expenses on a Travel Expense Report.
4. Reimbursement of meals or snacks **require** the original receipt, schedule and list of participants.

3) Teacher Reimbursement – 4-H Agent or Educator:

Following the completion of your 4-H Gateway Academy, you must authorize payment to the instructor(s) by sending an email to Tom Carpenter.

For Example: The Technics High School Gateway Academy is complete for 2011. Please pay Sally Jones \$1000 for instructing and Bill Smith \$400 for assisting.

Attach your complete signature to the email.



1) Additional Information needed to process payments

- a. For liability reasons, food must not be prepared by the staff and taken to the Academy.
- b. Invoices for food **served** at the Gateway Academy by restaurant/catering staff must include their Certificate of Insurance.
- c. Food purchased and/or delivered from a restaurant or caterer but *not served* by them does not require a Certificate of Insurance.
- d. The 4-H Gateway Academy agenda or schedule and list of participants must be attached to invoices for food.
- e. Invoices for transportation not provided by the school district must include the vendor's Certificate of Insurance.
Contracts to procure services on behalf of UW-Extension must be signed by authorized Purchasing Department staff. **Unauthorized signing of contracts may pose personal liability to the employee signing the contract since they are not acting within the scope of their employment.**
- f. Budget dollars may NOT be used for prizes, gift cards or other incentives.

Secondary contact for purchasing & payments:

Lori Murphy
436 Lowell Center
610 Langdon St.
Madison, WI 53703
608-262-1221
Lori.Murphy@ces.uwex.edu

