

## **Requirements for WvEB Invoices**

### **If you offer the course during the school day, your invoice should**

- be on school letterhead (to indicate that the school/county should be paid)
- include the facilitator name with section information (Algebra or Trig)
- include the number of sections of the course that the facilitator taught
- include the number of students in each section **who completed the course**
- include the days and times each section met (for example, Monday-Friday from 9:35 to 10:25 - this must reflect at least three hours per week minimum.)
- include the length of the course – ( for example, August xx, 2xxx – December xx, 2xxx - this must reflect 15 weeks minimum.)
- include the amount to be paid per section (\$100 per student for up to and including 9 students, \$1000 for 10 or more students)
- include the total amount to be paid

### **If you DO NOT offer the course during the school day, your invoice should**

- NOT be on school letterhead (to indicate that the facilitator should be paid directly)
- include the facilitator name with section information (Algebra or Trig)
- include the number of sections of the course that the facilitator taught
- include the number of students in each section **who completed the course**
- include the days and times each section met (for example, Monday-Friday from 9:35 to 10:25 - this must reflect at least three hours per week for 15 weeks)
- include the length of the course – ( for example, August xx, 2xxx – December xx, 2xxx - this must reflect 15 weeks minimum.)
- include the amount to be paid per section (\$100 per student for up to and including 9 students, \$1000 for 10 or more students)
- include the total amount to be paid

**Invoices must be submitted to the address below by June 30 of the academic year the course was offered.**

**The invoice must be dated no earlier than the Friday of Finals week of the semester offered and should reflect the actual date the invoice is submitted.**

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