

Requirements for WvEB Invoices

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

- be on county/school letterhead (to indicate that the school/county should be paid)
- include the facilitator name with section information (Algebra, Trig , Calculus 153, or Calc 154)
- 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 county/school letterhead (to indicate that the facilitator should be paid directly)
- include the facilitator name with section information (Algebra, Trig , Calculus 153, or Calc 154)
- 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.

Dr. Laura J. Pyzdrowski, WvEB Math Coordinator
WVU Mathematics Department
411-B Armstrong Hall
Morgantown, WV 26506