



Wyoming Guardian *ad Litem* Program

A DIVISION OF THE OFFICE OF THE STATE PUBLIC DEFENDER

PH. (307) 777-7480 FAX (307) 777-5331 WEBSITE: GAL.WYO.GOV

316 W 22ND ST. ROGERS BUILDING CHEYENNE, WY 82002

Monthly Invoice

GAL Contractors

Instructions to Contractor: In accordance with GAL Program policy on Payment, this invoice must be submitted monthly no later than the 15th and no earlier than the 1st of each month following the service period in which you are billing. You may submit this invoice by e-mail or mail only. *Faxed invoices will not be accepted.* Send completed form to denise.herman@wyo.gov or to the address listed above Attn: Denise Herman.

Today's Date:

Your Name:

Vendor Name:

Hint: Name in which you receive payment through the WOLFS system. If a firm, list firm name.

Service Dates:

Example: Month and year you are billing for.

Description	
Monthly GAL Contract Payment	
TOTAL	

GAL Program shall remit all payments to the Contractor via the information currently on file in the Wyoming On-Line Financial System (WOLFS) with the Wyoming State Auditor's Office. Thank you!

Matthew H. Mead
Governor

Diane M. Lozano
State Public Defender

Dan S. Wilde
Deputy