

## **SUSO Promotional Material Frequently Asked Questions**

1. Where is the link to the SUSO store?
  - a. Here is the link <https://susocompanystore.mybrightsites.com/>. The link is also in the SUSO virtual toolkit and under the “resources” tab on our website <https://speakup.widoj.gov/>.
2. How much can a school be reimbursed for SUSO promotional items?
  - a. \$1,000.00 per school building. For example, if the district has 10 buildings regularly occupied by students, the total reimbursement is \$10,000.00.
3. How many buildings are eligible for the \$1,000.00 reimbursement?
  - a. Please contact Paul Spoerl at [spoerlpt@doj.state.wi.us](mailto:spoerlpt@doj.state.wi.us) for the total amount of reimbursement allowed for a school.
4. What can be purchased from the SUSO store?
  - a. Anything from the SUSO store can be purchased.
5. If there is more than one building in a school district, can one large purchase be made for all of the buildings?
  - a. Yes.
6. What needs to be submitted to receive a reimbursement?
  - a. Schools will be required to submit the invoice from Ad Madison and the completed Purchasing Guide Spreadsheet in the toolkit to [schoolsafetygrants@doj.state.wi.us](mailto:schoolsafetygrants@doj.state.wi.us). No program or fiscal reports are required.
7. Can a purchase order (PO) be used for payment for SUSO purchases?
  - a. No, Ad Madison does not have the ability to accept a PO for payment.
8. How often are reimbursements completed?
  - a. The Office of School Safety (OSS) will process the payments to reimburse schools on a quarterly basis.
9. Who is my contact person if I have additional questions?
  - a. Paul Spoerl at [spoerlpt@doj.state.wi.us](mailto:spoerlpt@doj.state.wi.us)