SUSO Promotional Material Frequently Asked Questions

1. Where is the link to the SUSO store?
   a. Here is the link [https://susocompanystore.mybrightsites.com/](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/](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 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. 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