

Admin Cost examples

This list is not all-encompassing

- **Boots:**
 - **Snake boots**
 - **Snake boot covers**
 - **Muck boots**
 - **Waders**
 - **Full**
 - **Hip**
- **Safety Equipment**
 - **Life vest**
 - **Safety vest**
 - **Helmets**
 - **Hard hats**
- **UTV**
- **Boats**
 - **Jon boat**
 - **Kayaks**
 - **Canoes**
 - **Boat motors**
- **Trailers for UTV and Boats**
 - **Hitch lock**
- **Drones**
 - **Drone classes**
- **New staff salary and equipment**
- **Markers**
 - **Buoys**
 - **Flags**
- **Mapping equipment or software**
- **Surveying equipment**
- **Post Cards sent to landowners-include example of Post Card (picture is fine)**
- **Bid advertisement**
- **Leasing or rental of equipment**

- **Permit cost**
- **Hiring an outside firm to manage the contact**

Everything that is sent in needs to have a *legible* invoice or receipt.

If you are not sure if your purchase would be an eligible for reimbursement, please contact Heather Reichert and Matt Safford before making the purchase.

Any purchase over \$5000.00 needs to be preapproved. Please include a letter on official letterhead with justification on why the purchase is needed and what it will be used for. This documentation needs to be emailed to Heather Reichert and Matt Safford.

Any purchase over \$500.00 will need to be accounted for at the end of contract.