

Questions Log: Form 472

Q: What if you have been using the SPI method with a Priority 1 service and they have been crediting the account. Now your accounting Dept wants the total amount for this funding year. How do you show the bills?

A: You'll have to contact the vendor and hopefully they'll send you a summary of invoices and payments.

Q: You did say that each facility needed its own BEN? For example, even though our stadium is attached to the high school, it should have a separate BEN, correct?

A: No, Only one BEN for the district. You need an entity number for each school and NIF.

Q: If I fill out and submit a BEAR for FY 11 in July and don't receive the check until August, do I have to retain everything for five years from the date of the BEAR (the last document I filed for FY 11) or the date the check was received? Do you recommend marking the binder or box with the date of the last document filed so things don't get discarded too early?

A: You are responsible to retain documents for 5 full years to the last date of service. Yes, it's a good idea to have a destroy date on each file so you know exactly what the important date is, even if you don't actually destroy the information.

Q: For block 2...my invoice is dated June 15, and I receive it July 15. Does this qualify as June or July's invoice, as it's divided between years.

A: It's not really about when you're invoiced. It's about the date that the invoice covers. If it covers the year in question then yes, it will apply to that year.

Q: When filing a BEAR, do we submit invoices with a date of July through June, or invoices that were PAID from July through June?

A: You invoice USAC for the months for which you have paid the vendor.

Q: The BEAR form says that I certify that the bill has been paid. Does this mean that I need to wait until the check has been mailed to file the BEAR?

A: Absolutely

Q: If there are old forms on the track form log that have been resolved in a way other than online, is there a way to delete those on the tracking list?

A: I'd suggest you call the CSB about this one. That's a programming issue.

Q: When I file a BEAR online, I get an e-mail confirming that I have submitted it. Do I need to retain a copy of this e-mail?

A: Yes. Rule of thumb, if in doubt, save everything.

Q: A little more clarification: if an invoice is received in June, for services for the period of 7-1-10 through 7-31-10, and gets paid in June, is that an invoice that can be included for the FY 12? Or is it ineligible since it was paid in June? Or what if we are billed in arrears: an invoice received in July for services rendered in JUNE -- is it for FY 12 or FY 11?

A: It would qualify for payment on your invoice to USAC since the service was delivered within the funding year. Remember it's not about WHEN you pay. It's about WHEN the service was provided.

Q: My e-mail address changed, How do I get this updated in the e-rate database?

A: Call Client Service Bureau if you have changes in your e-mail. 1 888-203-8100.