

Schools and Libraries - Invoice Processing Tips

- **File Form 486 promptly:** Applicants lost a total of nearly \$25 million in funding in 2004 because they forgot to file their Form 486 on time. You must file your Form 486 within 120 days of the receipt of the Funding Commitment Decision Letter (FCDL) or the service start date, whichever is later, or your funding may be reduced. Also, an invoice (BEAR Form 472 or SPI Form 474) will be rejected if no Form 486 has been filed.
- **Services must be listed on Item 21 attachment:** Only invoices for approved eligible services listed on your Form 471 Item 21 attachment will be paid. If you are invoicing for a different product or service, you must first file a service substitution.
- **Share with your service provider:** Share your Item 21 attachment with your service provider to ensure that the products or services ordered match what is being invoiced.
- **Remove ineligible equipment:** Do not submit invoices for ineligible equipment. Invoice line items containing ineligible equipment may be rejected.
- **Fix it the first time:** All invoices (new and resubmitted) go to the end of the line. Verify your information before sending your invoice to the invoicing team to prevent delays.
- **BEAR Form line items can “pass zero”:** BEAR Form line items that contain insufficient or inconsistent information can now “pass zero” — that is, pass through the review process without being paid. Line items that “pass zero” must be resubmitted with correct or complete information before USAC can pay them.
- **Pay your share:** You should pay your share within 90 days of receipt of the customer bill from the service provider.
- **The check is in the mail:** If you file a BEAR Form, the service provider must reimburse you within 20 days of the service provider’s RECEIPT of funds.
- **Need more time?** If you need more time to complete the delivery of non-recurring services or to invoice for the services delivered, file a service extension request or an invoice deadline extension request.
- **Use the Form 500:** If your service delivery deadline has been extended, you may need to negotiate an extension to your contract. Use a Form 500 to extend the contract expiration dates you reported to USAC.

For additional information, please use the USAC resources listed below:

Invoicing Questions: [\(888\) 203-8100](tel:(888)203-8100)
Eligible Services List: <http://www.usac.org/sl/about/eligible-services-list.aspx>
Invoicing Overview: <http://www.usac.org/sl/applicants/step11>
Invoice Error Codes: <http://www.usac.org/sl/providers/step09/invoice-error-codes.aspx>