



Schools & Libraries – Quarterly Disbursement Report

What is this report and why is it important?

The Quarterly Disbursement Report records all invoice activity for a particular Billed Entity Number (BEN) for the preceding calendar quarter. The report enables the applicant to track the status of funds invoiced during the quarter by Funding Request Number (FRN) whether submitted on Form 472 (BEAR) or Form 474 (SPI).

What information is provided in the report?

The report includes the following information:

- Funding Year
- Form 471 Application Number
- Funding Request Number (FRN)
- Total of Authorized Disbursements to Date on the FRN
- Service Provider Identification Number (SPIN)
- Service Provider Name

For each individual invoice, the report also includes:

- Disbursement Authorization Date
- Authorized Disbursements – SPI
- Authorized Disbursements – BEAR
- Authorized Disbursements – Total

Note: The report shows payments **authorized** by USAC, but does not indicate when the check was cut or electronic payment made to the service provider.

Who receives the report?

For each Billed Entity Number (BEN), USAC locates the Form 471 with the most recent certification date and uses the Authorized Person's printed name (Form 471, Block 6, Item 40) and the Billed Entity's address (Form 471, Block 6, Item 4a) from that form. This means that the contact person may not be the person who processes invoices. The Billed Entity should therefore take appropriate action to make sure that the mailing is directed internally to the correct person. USAC does not currently have a method for designating a specific person to receive the report.

When is the report issued?

The report is generated at the end of the last payment run in the months of March, June, September, and December. Because the last payment run is not always on the last day of the month, it is possible that some invoices still in review during the last days of that month would appear on the report for the next quarter.

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

Invoicing Guidelines: <http://usac.org/sl/applicants/step11/>

Invoicing Deadlines: <http://usac.org/sl/applicants/step11/invoice-deadlines-extension-requests.aspx>