



Get Reimbursed by E-Rate

Tips for E-Rate Invoice Submission

Before and During Invoicing

- Submit your invoice—or file for an invoice deadline extension—before your invoice filing deadline.
 - Each funding request number (FRN) is entitled to one 120-day extension. Extensions must be filed before the invoice deadline date.
- Only invoice USAC for equipment/services that are:
 - Approved on your FCC Form 471
 - In the correct quantity and rates
 - Delivered to the approved recipients of service
- **Remove ineligible items** (equipment/services not approved on your FCC Form 471) from your invoice.
- Invoice for **actual charges**, up to the amount committed through the E-Rate program.
- Confirm that **billed rates do not exceed actual contracted rates**, as USAC will not pay more than what was established in the competitively bid contract.
- Ensure accuracy in manual calculations for prorated amounts.
- Install and activate all purchased equipment before your service delivery date.
- Refer to the correct funding commitment decision letter (FCDL) or the most recent revised funding commitment decision letter (RFCDL) as you prepare your invoice.
- Establish a process to prevent duplicate invoice submissions.
- Distinguish between in-person and remote services on Basic Maintenance of Internal Connections (BMIC) invoices.

Following Invoice Submission

All invoices submitted to E-Rate undergo automated reviews, and some may also be reviewed manually.

- Respond to USAC reviewer questions within 7 business days. Failure to respond in a timely manner may lead to invoice denial.
- Retain your supporting documentation and bills for all invoices for at least 10 years.

What USAC's Manual Review Entails

In a manual review, USAC verifies that key information is accurate on an applicant's invoice, FCC Form 471, and FCDL. This includes:

- Service provider and recipients of service
- Approved equipment and services
- Bandwidth speeds
- Billed amounts and invoiced amounts—do they match?

Your Role in the Review Process

Manual reviews may also require the applicant to submit a service certification confirming that:

- The applicant paid their non-discounted costs
- The service provider completed delivery/installation of invoiced equipment or services
- Progress payments, if any, were stipulated in the contract
- The requested disbursement amount aligns with eligible equipment or services

For more information
and helpful resources visit
usac.org/e-rate/learn.

