

May 30, 2018

I would like to file a petition to waive the deadline for submitting invoices for our Sacred Heart Catholic School for basic maintenance with Principal Service, LLC. The deadline was May 21, 2018 but I had a hard time getting the required invoices from Principal Service due to miscommunication until I submitted them on May 30, 2018. When I submitted the paid invoices, they notified me that I had missed the deadline by 6 working days. In previous years, I had a consultant help me with all the e-rate paper work and now I am completing this on my own, and it has been challenging to do as a principal.

Here is the information:

SLD invoice No.---2801552

SP\_App invoice No. ----171037044

Line ID 9139014

Customer bill date—July 1, 2017

471----171037044

FRN----1799082970

SPIN ---143048369

Service Provider—Principal Service, LLC

BEN---64436

Discounted amount for refund--$1808.90

I have attached the four invoices that I have paid for in regards to basic maintenance.

My hope is that you will appeal the deadline so that our small school can receive the discount that we submitted for July 1, 2017-June 30, 2018.

Please consider my appeal.

Sincerely,

Karen Bursey

Principal

Sacred Heart School

[kbursey@sacredheartschoolrobbinsdale.org](mailto:kbursey@sacredheartschoolrobbinsdale.org)

763-537-1329