School of St. Philip

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November 17, 2017

To Whom It May Concern,

I am writing to request an invoice deadline extension. It was just brought to my attention yesterday that we had not received a reimbursement for the 2015-2016 fiscal year nor the 2016-2017 fiscal year. I am new to working with the E-rate program and have struggled to understand procedures and timelines. I was of the understanding that I had indeed completed all the proper forms and was unaware that our business office hadn’t received our reimbursements. Somewhere in the busyness of summer and the beginning of the school year, I must have missed the final step—the BEAR form.

I understand that the 2015-2016 year is well behind us, but I am hoping that you will consider extending my deadline to submit an invoice for the 2016-2017 fiscal year as it is just a couple of weeks late. I have worked hard to put the E-rate program to good use for our school system, and I would hate for our institution to lose out on funding due to my lack of knowledge and mistake in this situation.

Know that I have spent time with USAC in an attempt to understand where things went wrong and to make plans for better handling in the future. I very much appreciate your consideration in this matter and look forward to your response. If permitted, I will respond quickly with the invoice.

Kind regards,

Michelle Kramer