

March 26, 2016

Letter of Waiver Request

Docket: 02-6

FCC

445 12<sup>th</sup> Street SW

Washington DC, 20554

Nicolas Ayala

Itasca Community Library

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Members of the FCC:

On behalf of the Itasca Community Library, I respectfully request a waiver so that our library can file an invoice deadline extension request for our fiscal year form 472 (BEAR) for the USAC's e-rate program. We are a small library serving a population 8,649 and our library depends on e-rate discounts.

We missed the deadline to file our BEAR and the deadline to file for a deadline extension request because the employee responsible for e-rate retired before submitting the form. I am the only employee handling e-rate applications and was working on applying for fiscal year 2016 and finishing up forms for fiscal year 2015. I noticed when filing for the fiscal year 2015 BEAR that our 2014 form was never created. To ensure that this will not happen again, I will designate another employee at the library to work on e-rate application so that personnel changes or other interruptions will not disrupt e-rate filing.

Sincerely,



Nicolas Ayala

Librarian