



INVOICE EXTENSION REQUEST & AUTHORIZATION
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Please complete the following and return by fax to Mandy Harmon, Fax # 580-332-2532.

Questions? Contact us by phone : 580-332-1444 or email: ebills@kelloggllc.com

Applicant (School/Library):	
Funding Year:	FRN(s):
Description:	
✓	REASON FOR INVOICE EXTENSION. Please check any that apply. Attach additional pages as needed to provide details.
	Form 474 (SPI) was submitted timely by service provider; however invoice was rejected by USAC reviewer and need to resubmit. Provide additional details:
	Form 474 (SPI) was submitted timely by service provider and SP understood invoice was still in process. After checking invoice status, SP found out that invoice was rejected. Need to re-submit invoice. Provide additional details:
	Form 472 (BEAR) was submitted timely by applicant; however was rejected by USAC reviewer and need to resubmit. Provide additional details:
	Form 472 (BEAR) was submitted timely by applicant and applicant understood invoice was still in process. After checking invoice status, applicant found that invoice was rejected. Need to re-submit invoice. Provide additional details:
	Misunderstanding between service provider and applicant as to who was going to submit invoices to USAC. Please explain:
	Administrative changes resulted in invoices not being filed in a timely manner. Please provide: (1) title of person who previously handled E-rate invoices and date duties changed (2) explanation of transition period (3) name and title of person currently assigned to handle E-rate invoices and date E-rate duties assigned:
	Other (please describe)

I authorize Kellogg & Sovereign Consulting, LLC (KSLLC) to submit an invoice extension request with USAC on our behalf.

Authorized Signature

Date

Printed Name

Title