

# BDCP Required Documentation

## Category 2

Here are listed documents which are required from the District by PSCOC to ensure the award of PSCOC funding from E-rate eligible projects. Please sign (when applicable) and return all listed documents.

- Application Letter** - Signed Document requesting funding from the BDCP
- FCC Form 470** - Description of Services Requested and Certification Form
- FCC Form 471** – Description of Services Ordered and Certification Form
- Procurement Process Statement of Compliance** – Signed Document certifying NM State procurement compliance.
- Signed Agreement** – Copy of official signed agreement between District and Vendor(s)
- Campaign Contribution Disclosure Form** – Form disclosing campaign contribution information
- PSCOC Award Letter** – Signed Award Letter – Notification of the allocation of the requested funds from the BDCP
- FCC FCDL** – Copy of Receipt from USAC - Funding Commitment Decisions Letters
- Memorandum of Understanding (MOU)** – Official Signed Document – MOU defines the scope of specific projects and delivery methodology for completing a public school capital outlay project as defined in the School District Master Joint Powers Agreement.
- FCC Form 486** - Copy of Receipt from USAC - Receipt of Service Confirmation Form
- PO** – Copy of Submission - Purchase Order submitted to Vendors(s)
- Invoices** – Copy of Submission - Invoices received from Vendor(s)
- Proof of Payment** – Copy of canceled check payment to vendor or reports from the district financial system.
- FCC Form 500** - Copy of Submission, if used
- Closeout Form** - Signed Document closing out project

