CAPITAN MUNICIPAL SCHOOLS
Home of the Tigers

Memo

To: Board of Education

From: Jamie Shepperd

Date: 11/14/2025

Re: 31900 BAR

Message

Attached is an Increase BAR for fund 31900, Education Technology Equipment Act.

Located in 150 Forest, Capitan, NM 88316 • **Mailing Address** PO Box 278, Capitan, NM 88316 • **Phone** (575) 354.8500 • **Fax** (575) 354.8505

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 040-000-2526-0008-I
Fund Type: General Fund / Capital Outlay / Debt Service
Adjustment Type: Increase

Fiscal Year: 2025-2026
Adjustment Changes Intent/Scope of Program Yes or No?: No
Total Approved Budget (Flowthrough):

Entity Name: Capitan Municipal Schools
Contact: Jamie Shepperd, Chief Financial Officer
Phone: 575-354-8514
Email: jamie.shepperd@capitantigers.org

FLOWTHROUGH ONLY
Budget Period: 2025-07-01 **To:** 2026-06-30
A. Approved Carryover:
B. Total Current Year Allocation:
D. Total Funding Available:

Revenue 31900.0000.46100 $64,844.00

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31900 Ed. Technology Equipment Act	4000 Capital Outlay	54320 Technology-Related Repairs and Maintenance	0000 No Program	040000 CAPITAN DISTRICT OFF	0000 No Job Class	$560,694.00	$64,844.00	$625,538.00	
						Sub Total	$64,844.00		
						Indirect Cost			
						DOC. TOTAL	$64,844.00		

Justification:
E-Rate Discount BEAR

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:
A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:
B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.
ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Approvals by Digital Signature

Name	Role	Date
Jamie Shepperd	Business Manager	11/3/2025 5:36:15 PM

Universal Service
Administrative Co.

Schools and Libraries Division

FCC Form 472 (BEAR) Notification Letter

October 27, 2025

CAPITAN MUNICIPAL SCHOOL DISTRICT
PO BOX 278
519 SMOKEY BEAR BLVD
CAPITAN, NM 88316

Contact Email Address: jwilliams@e-ratecentral.com

Re: Invoice Number: BEAR202516659
Applicant Form Identifier: Capitan C2 BEAR 2025
Billed Entity Number: 143366

Invoice reimbursement payment in this letter: $64844.00
Invoice reimbursement adjustments in this letter: $0.00

Summary of reimbursement payments on this invoice to date: $64844.00
Summary of invoice reimbursements pending payments: $0.00

The Universal Service Administrative Company (USAC) has processed some or all of your FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form.

In certain instances, an invoice line requested amount on this form is denied or modified. The BEAR Letter Applicant Reimbursement Report following this letter provides an explanation for any denials, modifications, or still-pending line items. Further details on invoice decision codes can be found on our website at https://www.usac.org/e-rate/applicant-process/invoicing/invoice-decision-codes/.

Once the applicant has resolved the errors indicated by the codes, the applicant may request reimbursement for unpaid or modified lines by logging into their One Portal account at https://forms.universalservice.org/portal and submitting a new BEAR Form.

If the applicant is not able to submit a new BEAR Form before the invoice deadline passes, the applicant or the service provider may submit a one-time request for a deadline extension. To request an extension of the invoicing deadline extension, refer to https://www.usac.org/e-rate/applicant-process/invoicing/invoice-deadline-extensions/.

For additional questions about this decision, please open a customer service case in the E-Rate Productivity Center (EPC) or call our Customer Service Center at (888) 203-8100. If the applicant or the service provider disagrees with USAC's decision, the applicant or the service provider may appeal this decision. You can find appeals information and instructions on the USAC website at https://www.usac.org/about/appeals-audits/appeals/. COMPLETE PROGRAM INFORMATION is posted on our website at https://www.usac.org/e-rate.

Schools and Libraries Division
Universal Service Administration Company

BEAR NOTIFICATION LETTER APPLICANT REIMBURSEMENT REPORT

This report provides details of the status of all the invoice line items submitted on this BEAR Form. You can find specific information below the summary table for each line item processed on the date of this letter.

Further details on invoice decision codes can be found on our website at https://www.usac.org/e-rate/applicant-process/invoicing/invoice-decision-codes/.

INVOICE BEAR202516659 LINE SUMMARY TABLE

Line #	FY	FRN	Dollars	Status	Decision Code(s)
20721596	2025	2599015888	$64844.00	Processed	

Invoice Number: BEAR202516659
Invoice Line Number: 20721596
Form 471 Application Number: 251000476
Funding Request Number: 2599015888
Service Provider Name: Riverside Technologies, Inc.
SPIN: 143033191
Funding Year 2025: 07/01/2025 - 06/30/2026
Contract Number: N/A
Funding Commitment Decision: $64844.00
Reimbursement Request: $64844.00
Reimbursement Amount: $64844.00

Universal Service Administrative Co.

Approval by OMB
3060-0856
Certification Date: 23-October-2025 17:27:16 EDT

Certified FCC Form 472

Application Information

Application Nickname:	Capitan C2 BEAR 2025
FCC Form 472 Number:	BEAR202516659
Funding Year:	2025

Total Requested Reimbursement Amount: $ 64,844.00

Entity Information

Entity Name	CAPITAN MUNICIPAL SCHOOL DISTRICT
Entity Number	143366
Entity FCC Registration Number	0012176996
Entity Address	PO BOX 278 519 SMOKEY BEAR BLVD, CAPITAN, NM, 88316
Entity Phone Number	575-354-8500
Entity Email Address	

Contact Information

Contact Name	Jennifer Williams
Contact Phone Number	516-801-7845
Contact Email Address	jwilliams@e-ratecentral.com

Invoice Line Item

Line Item	FCC Form 471	FRN	SPIN	Service Provider Name	Billing Frequency	Customer Billed Date	Shipping Date	Discount Rate	Total Undiscounted Amount	Discount Amount Billed to USAC
20721596	251000476	2599015888	143033191	Riverside Technologies, Inc.	One-Time	07/01/2025		80.00 %	$81,055.00	$64,844.00

Certifications

I declare under penalty of perjury that the foregoing is true and correct and that I am authorized to submit this Billed Entity Applicant Reimbursement Form on behalf of the eligible schools, libraries, or consortia of those entities represented on this Form, and I certify to the best of my knowledge, information and belief, as follows:

- ✔ I certify that the discount amounts listed in this Billed Entity Applicant Reimbursement Form represent charges for eligible services and/or equipment delivered to and used by eligible schools, libraries, or consortia of those entities for educational purposes, on or after the service start date reported on the associated FCC Form 486.
- ✔ I certify that the discount amounts listed in this Billed Entity Applicant Reimbursement Form were already billed by the Service Provider and paid for by the Billed Entity Applicant on behalf of eligible schools, libraries, and consortia of those entities.
- ✔ I certify that the discount amounts listed in this Billed Entity Applicant Reimbursement Form are for eligible services and/or equipment approved by the Fund Administrator pursuant to a Funding Commitment Decision Letter (FCDL).
- ✔ I acknowledge that I may be audited pursuant to this application and will retain for at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification), after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records that I rely upon to complete this form.
- ✔ I certify that, in addition to the foregoing, this Billed Entity Applicant is in compliance with the rules and orders governing the schools and libraries universal service support program, and I acknowledge that failure to be in compliance and remain in compliance with those rules and orders may result in the denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with the rules and orders governing the schools and libraries universal service support program could result in civil or criminal prosecution by law enforcement authorities.
- ✔ By certifying this box, and clicking the "Certify & Submit" button at the end of the form, you have electronically signed the form. You are reminded that an electronic signature is the same as a handwritten signature on the form.

Certified By

Name:	Jennifer Williams
Title:	E-Rate Consultant
Phone:	516-801-7845
Email:	jwilliams@e-ratecentral.com
Address:	PO BOX 21597 Waco TX 76702

Gmail

Jamie Shepperd <jamie.shepperd@capitantigers.org>

YOUR E-RATE PROGRAM REMITTANCE STATEMENT: 443002420

1 message

USAC <CustomerSupport@usac.org> Wed, Oct 29, 2025 at 10:15 AM
Reply-To: CustomerSupport@usac.org
To: cfo@capitantigers.org

Universal Service Administrative Co.

SCHOOLS AND LIBRARIES BEAR PROGRAM REMITTANCE STATEMENT
As Of October 29, 2025

Attn: Jamie Shepperd
CAPITAN MUNICIPAL SCHOOL DISTRICT

RE: FCC Form 498 ID 443002420

This notice provides an explanation of your entity's Billed Entity Applicant Reimbursement (BEAR) payment for the following invoices.

	Approved
10/27/2025143033191 RIVERSIDE TECHNOLOGIES, INC. 2599015888 Capitan C2 BEAR 2025 Applicant Name:CAPITAN MUNICIPAL SCHOOL DISTRICT;SLD Invoice Number:BEAR202516659;BEAR Letter Date:10/27/2025;Line Item Detail Number:20721596;Amount Requested:64844.00;	$64,844.00
Total Approved Disbursement	$64,844.00
Total Actual Disbursement:	$64,844.00

If you have any questions, please contact USAC Customer Operations at (888) 641-8722 or CustomerSupport@usac.org. You may also visit us at www.usac.org.