**Use Letterhead if possible!**

**School District Name**  
Address XXXXXX  
Addresss XXXXX

**Authorization For Filing/Certifying E-Rate Applications – Funding Year XXXXX**

My job title is E-Rate Specialist/XXXXXX and I began this role on XXXXXX. In addition to my regular duties I am also assisting with filing E-Rate. My supervisor, NAME XXXX NAME (His/Her Title XXXXX), has approved for me to create, submit, and certify E-Rate Forms based on his/her prior approval.

Please note that XXXX (his/her name here) is the decision maker and I respond and implement all information based on his/her final approval. The CTO (or whatever job title your boss holds) is responsible for all project implementations and vendor selections. Information includes but is not limited to: printing and organizing contract bids, creating bid matrix, data entry of approved information on FCC Form 470, FCC Form 471, RAL Modifications, FCDL, and FCC Form 486. It is important to reiterate that my role is data entry of pre-approved information.

Your NAME

DATE

SIGNATURE