

Michigan Emergency Telephone Service Committee
GUIDELINES FOR SUBMISSION OF CMRS INVOICES

Eligibility:

Any FCC licensed CMRS provider that has collected and remitted to the state treasury the CMRS service charge as required by P.A. 78 of 1999 is eligible to request reimbursement from the CMRS Emergency Telephone Fund.

Information Required on Invoice:

The following information must be included on any invoice submitted before it will be submitted to the CMRS Subcommittee for review:

- *Company Name
- *Name of Contact Person
- *Company Mailing Address
- *Company Telephone Number
- *Company Federal Identification Number
- *Federal Communications Commission (FCC) License Number
- Date of each expenditure
- Detailed listing of expenditures being submitted for reimbursement, including a brief justification for the expenditures (specify whether each expense is related to Phase I or Phase II implementation).

Address:

Invoices may be submitted by mail, fax, or e-mail to the following location:

Ms. Linda Cwiek
Emergency Telephone Service Committee
Michigan State Police
714 S. Harrison Rd.
East Lansing, MI 48823
Fax: (517) 336-6551
E-Mail: etsc@michigan.gov

Deadlines for Submitting Invoices:

Invoices may be submitted at any time. The ETSC meets at least four times per year. The CMRS Subcommittee will meet within one month prior to each ETSC meeting to review invoices and prepare recommendations to be submitted to the full committee for approval.

NOTE: As provided by P.A. 78 of 1999, the staff assigned by the Michigan State Police to assist the committee shall remove all information that identifies the CMRS supplier submitting the invoice before the invoice is review by the CMRS subcommittee. P.A. 78, Section 410 (5) states, "Specific information submitted by a CMRS supplier under this section is exempt from the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246, and shall not be released by the chairperson or any member of the committee or their staff without permission of the CMRS supplier that submitted the information. However, the information submitted by CMRS suppliers under this section may be released in the aggregate if the number of CMRS users or the expenses and revenues of a CMRS supplier cannot be identified."