

SAMPLE ASSET REGISTER/INVENTORY LIST

The FCC's *E-rate Modernization Order* FCC 14-99, released July 23, 2014, WC Docket No. 13-184) established new requirements regarding the documentation that applicants and service providers must retain to demonstrate compliance with the E-rate Program rules. Specifically with respect to inventory records, the FCC stated that, "Schools, libraries, and consortia shall maintain asset and inventory records of equipment purchased as components of supported category two services sufficient to verify the actual location of such equipment for a period of 10 years after purchase"

Below is an example of an inventory tracking worksheet that may be helpful in case of an audit or other USAC or FCC request for documentation to support a request for E-rate Program funds. This example is not mandatory.

471 App Number	FRN	Applicant Name	BEN	Fund Year	FRN Service Type	Equipment Description	Serial #	Make & Model	Date of Delivery	USAC Invoice #	Install Date	Original Location	Current Location	Replacement Date (if applicable)	Customer Bill Date	Customer Bill #	Bill Amount	Notes
111111	1234567	Little Red School House SD	78901	2012	Internet Access	Modem	S-1000ABC2345cs	Pinnacle USB Modem 0.5	15-Jul-12	1231234	01-Aug-12	Little Blue School SD 1 st Floor NW			1-JUL-2012	ABC-1A001	\$500.00	
111115	2345678	Little Red School House SD	78901	2012	Internal Connections	Switch	Abc89707h8980	ACME 001 Switch	8-Aug-12	1234567	14-Sept-12	Yellow HS Admin Room# 4357	Yellow HS Admin Room# 891	05-Jan-2013	21-AUG-2012	ABD-IC00	\$1000.00	Switch replaced/electrical Equip fire Serial No. SW987654
111115	2345678	Little Red School House SD	78901	2012	Internal Connections	UPS	Abc123	Power Senty3.30.	8-Sept-12	6543210	14-Sept-12	Yellow HS Admin Room# 4358	Yellow HS Admin Room# 8921	05-March-2013	15-Sept-2013	ABD-IC003	\$250.00	Equip Transferred School closed (FCC Form 500 completed)
111115	2345678	Little Red School House SD	78901	2012	Internal Connections	UPS	123adc	Power Senty3.30	8-Sept-12	6543210	14-Sept-12	Purple MS 2 nd Floor			15-Sept-2012	ABD-IC003	\$250.00	

Additional information that may help you track E-rate Program supported equipment:

- Labeling all equipment with FRN and funding year may help you to track equipment.
- Keep a schematic/network diagram of all equipment and the location in the building(s) including drops/wall jacks as that will help you locate equipment, as required by Commission Order.
- Commission rules require maintenance of records for all E-rate Program funded equipment and services at least 10 years after last date of service delivered. See 47 C.F.R. 54.516(a).
- Keep specific records of maintenance details (what equipment has been serviced, the hours spent, who performed the service, date the service occurred). Vendor documentation is required when BMIC is performed. Sixth Report and Order (FCC 10-175, released Sept. 28, 2010, CC Docket No. 02-6)

Transfer of equipment information:

- [Equipment can be transferred](#) from a closed location to other eligible entities within three years of the date of purchase. Third Report and Order (FCC 03-323, released Dec. 23, 2003, CC Docket No. 02-6) Applicants must notify USAC of ALL equipment transfer by filing of an [FCC Form 500](#).