

# INSTALLATION CHECKLIST

## START

**FCC Form 471:** Request discounts on eligible services and equipment for the upcoming funding year and receive a funding commitment from USAC.

The equipment purchased (with E-rate funds) has been delivered.

**Don't** just put your equipment away and **forget about it.** Work with your service provider to ensure it is installed and functioning. Document the process!



## FCC FORM 500

**Request Extension:** If you are unable to install the equipment by Sept. 30, you must file FCC Form 500 to request an additional 12 months for installation.



**Equipment must be installed by the September 30 deadline,** following the close of the funding year on June 30 (unless you receive an extension).



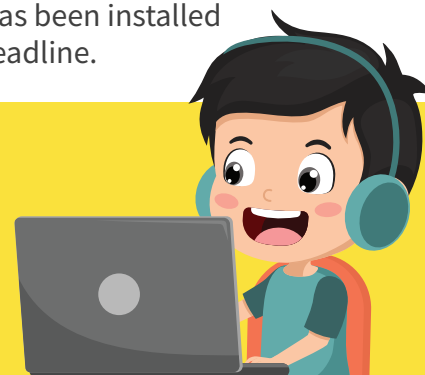
## IMPORTANT REMINDER

If the equipment is not installed by Sept. 30, and you do not have an extension, **USAC may recover funds.**



The equipment has been installed by the Sept. 30 deadline.

## FINISH



# EQUIPMENT TRANSFER GUIDELINE



Installed equipment funded by E-rate should only serve the entities approved on the FCC Form 471 Funding Request Number (FRN). **Be sure to follow all FCC rules when transferring equipment.**

Equipment can be transferred to other **eligible entities** under two circumstances:

- 1 The location has temporarily or permanently closed within three years of the date of equipment purchase **OR**
- 2 Three or more years have passed since the equipment purchase date.

**Note:** You are no longer required to report equipment transfers that occur on or after July 1, 2021.



## IMPORTANT REMINDER

All applicants are required to **maintain asset and inventory records** of equipment purchased and the **actual locations** of such equipment for a period of **10 years after purchase**. Applicants must also maintain detailed records **documenting the transfer of equipment** and the **reason for the transfer for a period of five years**.

See next page for information to include in your detailed records.

# DETAILED RECORDS TO MAINTAIN FOR EQUIPMENT TRANSFERS AND FIXED ASSET LISTINGS



## Equipment Manufacturer and Model

Example: ABC Electronics Transceiver XDF-2950.

## Business Reason and FCC Form 500 that Supports Transfer

Example: "School closed; see FCC Form 500 No. 283415 filed with USAC on April 17, 2020."



## Equipment Serial Number

## Operating Status of Funded Equipment

Example: "installed and functional," "returned to manufacturer for repair," etc.



## Quantity Installed

## Console Report or Ping Report

To show location in school where equipment is installed.



## Entity Where Funded Equipment is Installed

Example: Lincoln Middle School.

## Copy of Regular Inventory Audit Performed by Your Entity



## Location in Entity where Equipment is Installed

Example: East Wing Server Room.

## Proof the New Location Can House Equipment

Example: the location is climate controlled and structurally sound.



## Date of Installation or Transfer

## Proof of Changes to or Dispositions of Equipment

Examples, "returned for repair" documentation or a charity donation receipt (5+ years after installation).

