

# EQUIPMENT TRANSFER GUIDE



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 three circumstances:

- 1** The transfer is to another eligible location within the same school district or library system. **OR**
- 2** Three or more years have passed since the equipment purchase date. **OR**
- 3** The location has temporarily or permanently closed within three years of the date of equipment purchase.

## 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**.

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



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

# TYPES OF 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).

