

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.

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.

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).