Sample Asset Register/Inventory List

Schools and Libraries (E-rate) Program rules state 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 ten (10) years after purchase." The Federal Communications Commission (FCC)'s *2014 E-rate Order* (FCC 14-99, released July 23, 2014, WC Docket No. 13-184) extended the document retention period for the E-rate Program from five (5) years to ten (10) years.

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 supporting a request for E-rate Program funds. It is <u>not</u> mandatory to use this example for your asset register/inventory list.

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	2017	Internet Access	Modem	S-1000ABC2345cs	Pinnacle USB Modem 0.5	15-Jul-17	1231234	01-Aug-17	Little Blue School SD 1st Floor NW			1-JUL-2017	ABC-1A001	$500.00	
111115	2345678	Little Red School House SD	78901	2017	Internal Connections	Switch	Abc89707h8980	ACME 001 Switch	8-Aug-17	1234567	14-Sept-17	Yellow HS Admin Room# 4357	Yellow HS Admin Room# 891	05-Jan-2018	21-AUG-2017	ABD-IC00	$1000.00	Switch replaced/electrical Equip fire Serial No. SW987654
111115	2345678	Little Red School House SD	78901	2017	Internal Connections	UPS	Abc123	Power Senty3.30.	8-Sept-17	6543210	14-Sept-17	Yellow HS Admin Room# 4358	Yellow HS Admin Room# 8921	05-March-2018	15-Sept-2018	ABD-IC003	$250.00	Equip Transferred School closed (FCC Form 500 completed)
111115	2345678	Little Red School House SD	78901	2017	Internal Connections	UPS	123adc	Power Senty3.30	8-Sept-17	6543210	14-Sept-17	Purple MS 2nd Floor			15-Sept-2017	ABD-IC003	$250.00	

Additional information that may help you track E-rate Program supported equipment:
- Label all equipment with Funding Request Number (FRN) and funding year.
- 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 FCC rules.
- FCC rules require maintenance of records for all E-rate Program funded equipment and services at least ten (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 demonstrating the performance of eligible basic maintenance of internal connections services is required. *See 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. *See* Third Report and Order (FCC 03-323, released Dec. 23, 2003, CC Docket No. 02-6). Applicants must notify USAC of any equipment transfer(s) by submitting an [FCC Form 500](#). *See, e.g.,* 47 C.F.R. § 54.513(d) (requiring applicants to notify USAC of any equipment transfers).