

ASSET REGISTER (Inventory List): Little Red School House School District

There have been many requests for USAC to provide guidance with respect to what information should be included as you maintain products for which you have received E-Rate discounts. Below is an example of an inventory tracking worksheet that may be helpful. In addition, retaining this type of information will be very helpful if USAC requests this information in the future. This example is not mandatory or intended to serve any other purpose than to respond to requests for guidance.

471 App Number	FRN	Applicant Name	BEN	Fund Year	Category of Service	Equipment Description	Serial #	Make & Model	Date of Purchase	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	2006	Internet Access	Modem	S-1000ABC2345cs	Pinacle USB Modem V.92 58K	15-Jul-06	123123	30-Jul-06	Little Blue School IDF 1st floor NW			1-Jul-06	ABC-IC001	\$ 500.00	
111111	1234568	Little Red School House SD	78901	2006	Internal Connections	Email server	123-45-678	Zeon XP9100	15-Jul-06	2121212	30-Jul-06	Yellow HS Admin IDF #4356	Yellow HS MDF Room #890	22-Feb-07	1-Jul-06	ABC-IC002	\$ 500.00	Server was replaced as a result of an electrical fire. Replaces serial # S-123-55-633
1111115	2345678	Little Red School House SD	78901	2006	Internal Connections	Switch	abc89707h8980	Acme XB1 Switch	1-Aug-06	2121212	5-Aug-06	Yellow High School Admin IDF Room #4357	Yellow HS MDF Room #891	22-Feb-07	1-Aug-06	ABC-IC 003	\$ 1,000.00	Switch was replaced as a result of an electrical fire. Replaces serial # jkl-8905b890876
1111115	2345678	Little Red School House SD	78901	2006	Internal Connections	UPS		Power Sentry 3000	2-Aug-06	2121212	5-Aug-06	Yellow HSI Admin IDF Room #4358	Yellow HS MDF Room #892	22-Feb-07	1-Aug-06	ABC-IC 003	\$ 250.00	
1111115	2345678	Little Red School House SD	78901	2006	Internal Connections	UPS		Power Sentry 3000	3-Aug-06	2121212	5-Aug-06	Purple MS 2nd Floor IDF				ABC-IC 003	\$ 250.00	

Additional Information to keep in mind:

- Label all equipment with FRN and FY
- Keep a schematic/network diagram of all equipment and the location in the building(s) including drops/wall jacks
- Maintain records of equipment for at least 5 years
- Keep maintenance details (what equipment has been serviced, the hours spent, who performed the service, date the service occurred)

Transfer of equipment information:

- 3 years after the date of purchase, equipment can be transferred to other eligible entities
- Equipment can be transferred from a closed location to other eligible entities within 3 years of the date of purchase