

Notifying USAC of Equipment Transfers

To notify USAC about a transfer of equipment, send a letter to USAC by regular mail, fax, or e-mail that contains the following information:

Transfer Site Information:

Name of transferring entity	
Address of transferring entity	
Entity Number of transferring entity	
Contact person name for USAC questions about the transfer	
Contact person address	
Contact person telephone number	
Contact person e-mail address	
Form 471 Application Number(s) associated with the equipment to be transferred to the receiving entity	
Funding Request Number(s) associated with the equipment to be transferred to the receiving entity	
Purchase date of equipment to be transferred	
List of equipment to be transferred to the receiving entity	
Entity Number of receiving entity	
Reason for the transfer	
Projected or actual date of transfer	
If the transfer is temporary, the projected date that the equipment will be returned to the transferring entity.	

For Each Individual Receiving Entity:

Name of receiving entity	
Address of receiving entity	
Entity Number of receiving entity	
Contact person name for USAC questions about the transfer	
Contact person address	
Contact person telephone number	
Contact person e-mail address	
Form 471 Application Number(s) associated with the equipment transferred to the receiving entity	
Funding Request Number(s) associated with the equipment transferred to the receiving entity	
List of equipment to be transferred to the receiving entity	

For Each Individual Receiving Entity:

Physical location of equipment at the receiving entity	
Reason for the transfer	
Projected or actual date of transfer	
If the transfer is temporary, the projected date that the equipment will be returned to the transferring entity.	

Regular Mail.

The letter should be labeled "Equipment Transfer Notification" and sent to:

Schools and Libraries Division - Correspondence Unit
100 S. Jefferson Rd
P.O. Box 902
Whippany, NJ 07981

Fax.

Please include a fax cover page marked "ATTN: Equipment Transfer Notification" and indicate the number of pages you are faxing.

Fax your letter to:

(973) 599-6526.

E-mail.

Use the [Submit a Question](#) feature on this website to submit your letter by e-mail. Click on the "Submit a Question" link, click "Continue" from the Submit a Question page, and then choose the

E-mail.

Use the [Submit a Question](#) feature on this website to submit your letter by e-mail. Click on the "Submit a Question" link, click "Continue" from the Submit a Question page, and then choose the subject "Equipment Transfers" from the Topic List and follow the prompts. Instructions will be provided for sending an attachment.

Relevant FCC Rules and Orders

- The FCC's equipment transfer rule is located at 47 C.F.R. §54.513.
- The FCC established this rule in its Schools and Libraries Third Order at paragraphs 25 through 30. *Schools and Libraries Universal Service Support Mechanism*, CC Docket No. 02-6, Third Report and Order and Second Further Notice of Proposed Rulemaking, 18 FCC Rcd 26912, FCC 03-323 (2003).
- The FCC's rule requiring that asset and inventory records be maintained is located at 47 C.F.R. §54.516.
- The FCC established this rule in its Schools and Libraries Third Order at paragraph 28.