



## Schools & Libraries - Transfer of Equipment

### **Equipment must serve the same entities for three years:**

Equipment has been transferred if it provides service to entities not on the original funding request. After three years from date of purchase, the applicant can transfer it to another eligible entity, regardless of discount level. (e.g., after three years, a 90% school could transfer equipment to a 20% library).

### **Equipment cannot be sold:**

Products and services purchased with Universal Service discounts cannot be sold, resold, or transferred for money or any other thing of value.

### **Equipment can be moved between original entities:**

As long as the same entities on the original request continue to be served by the equipment, equipment may be located at any of those entities or at a non-instructional facility (e.g., a District Office), and no transfer has occurred.

### **Applicants cannot add new entities:**

An impermissible transfer has occurred if applicants add new entities to receive service. (e.g., If a funding request contains schools A, B, C—neither schools D, E, or F can be added.)

### **Schools or Libraries may not be substituted:**

If an entity replaces another entity on the original list, an impermissible transfer of equipment has occurred.

### **Applicants can remove entities:**

Applicants can remove entities from shared services and not have transferred the equipment. (e.g., If schools A, B, C were listed on the original Block 4 worksheet, school B could be removed and no transfer has taken place.)

### **Equipment may be transferred from closed facilities:**

Applicants may transfer equipment from any partially, temporarily, or permanently closed facility to another eligible entity. The equipment must come from the portion of the facility to be closed. Applicants must notify USAC and keep records documenting the reason for the transfer, as well as the old and new locations for five years from the date of transfer.

### **Document Retention:**

The applicant is required to keep records for five years after the date of transfer documenting the location of the equipment.

**For additional information, please use the USAC resources listed below:**

**Transfer of Equipment Document:** <http://www.usac.org/sl/about/changes-corrections/transfers-equipment.aspx>  
**Equipment Trade In:** <http://usac.org/sl/applicants/step06/faq-about-eligibility-products-services.aspx>