

E-Rate Application Record

Record Keeping Checklist for E-Rate Program Year _____ July 1, _____ to June 30 _____

The Item (32) certification of the Form 471 states: "I recognize that I may be audited pursuant to this application. I will retain for five years any and all worksheets and other records that I rely upon to fill out this application, and, if audited, will make available to the Administrator such records."

The following is a suggested checklist of information that should be available for an audit for which E-rate funds were awarded. This documentation should be retained for a minimum of five years and should be maintained by YEAR of application.

Billed Entity Applicant: _____

Contact Person: _____

Form 470 Description of Services Requested

Form Identifier: _____ Date Submitted: _____

___ Copy of Form 470 (this can be obtained by printing it from the SLD website)

___ Copy of your certification that Form 470 was submitted to the SLD

___ Verification from SLD of Form 470 certification receipt

___ Copy of bids or any documentation that is used in place of the RFP, OR documentation that no bids were received.

___ Form 470 Receipt Notification Letter from SLD (first used in year 4)

Form 471 Services Ordered

Form Identifier: _____ Date Submitted: _____

___ Copy of a completed Form 471 (if manually filed) with signature (including student eligibility information, and Item (21) information/attachments)

___ Copy of Form 471 certification (if filed online)

___ Verification of receipt of Form 471 or certification from the SLD

___ Receipt Acknowledge Letter (check RAL Letter to make changes if necessary)

___ Funding Commitment Decision Letter (FCDL) from the SLD

___ Documentation of any changes requested by SLD (changes to Form 471)

___ Any documentation for an Item (25) review by the SLD

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Form 486 Receipt of Service Confirmation Form

Form Identifier: _____ Date Submitted: _____

Copy of a completed Form 486

Verification of Form 486 receipt by SLD

Procurement Information Identifier: _____ Date Submitted: _____

Copies of bills or purchase orders for services, invoices for payment, etc.

Vouchers or canceled checks that were used in payment, etc.

Documentation that proves that the actual discounts that were received for products and or services were correctly applied

Inventory of tangible goods purchased with e-rate funds (i.e, product identification, serial number, location of product)

Form 472 BEAR(s) Billed Entity Applicant Reimbursement

Form Identifier: _____ Date Submitted: _____

Copy of a completed Form 472 BEAR(s) with signatures from service provider

Verification of Form 472 receipt by the SLD

SLD letter of vendor payment

Copy of payments received

If you decide NOT to accept E-Rate funds designated for your institution, you must submit a Form 500. this form releases unspent funding for others.

Form 500 Adjustment to Funding Commitment

Form Identifier: _____ Date Submitted: _____

Copy of completed Form 500 with signatures

Verification of Form 500 receipt by the SLD

Additional Information if needed:

Date Submitted: _____

Appeal information

SLD communication notes (e.g., data entry or PIA requested support information)

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Children's Internet Protection Act (CIPA) Compliance

Any institution which applies for Internet Access or Internal Connections must have both an adopted CIPA policy (a copy of which should be filed with the current technology plan with the approving agency) and an approval certificate for that technology plan.

___ Copy of Technology Plan

Include any addenda which have been filed with the approving agency.

___ Copy of approval certificate for the technology plan.

___ Copy of Internet Safety Policy.

Include indication of when it was approved, who approved it, and that there was opportunity for public discussion prior to approval.

___ Copy of Form 479: Certification of Admin. Authority to Billed Entity of CIPA Compliance .

This form is only required if a funded institution does not pay its own bills, as in the case of a library managed by a city or borough.