

E-rate Application Record

Record Keeping Checklist for E-rate Program

Year _____ July 1, _____ to June 30, _____

The following is a suggested checklist of information that you should be retained for a minimum of five years and should be maintained by YEAR of application.

Library Name: _____

Library BEN: _____

Contact Person: _____

Form 470 Description of Services Requested

Form Identifier: _____ Application #: _____ 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.

Form 471 Services Ordered

Form Identifier: _____ Application #: _____ Date Submitted: _____

_____ Copy of a completed Form 471 (including discount information and Item 21 attachments)

_____ Copy of Form 471 certification

_____ Verification of receipt of Form 471 and certification from the SLD

_____ Form 471 Receipt Acknowledge Letter (RAL)

_____ Funding Commitment Decision Letter (FCDL) from the SLD

_____ Correspondence from SLD during PIA review

Form 486 Receipt of Service Confirmation Form

Form Identifier: _____ Application #: _____ Date Submitted: _____

- _____ Copy of a completed Form 486
- _____ Verification of Form 486 receipt by SLD

Form 472 BEAR(s) Billed Entity Applicant Reimbursement

Form Identifier: _____ SLD Invoice #: _____ Date Submitted: _____

- _____ Did not file a BEAR – Service Provider filed SPI
- _____ Copy of a completed Form 472 BEAR(s)
- _____ Verification of Form 472 receipt by SLD
- _____ Form 472 (BEAR) Notification Letter
- _____ Copy of payments received

All libraries should retain the following documentation regardless of whether a BEAR or SPI was filed:

- _____ 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.

If a library decides NOT to accept E-rate funds designated for your institution, you must submit a Form 500 to release the unspent funding. This allows the SLD to disburse the funding to other applicants.

Form 500 Adjustment to Funding Commitment

Form Identifier: _____ Application #: _____ Date Submitted: _____

- _____ Copy of completed Form 500 with signatures
- _____ Verification of Form 500 receipt by the SLD
- _____ Form 500 Notification Letter

Children's Internet Protection Act (CIPA) Compliance

Any library which applies for Internet Access or Internal Connections must have both an adopted CIPA policy (a copy of which should be filed with the library's current technology plan with the West Virginia Library Commission) and an approval certificate for the library's technology plan.

_____ Copy of Technology Plan. All libraries that receive Internet Access through the WVLC Statewide Library Network must submit a Technology Plan covering no more than three years to WVLC.

_____ 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). All libraries that receive Internet Access through the WVLC Statewide Library Network must include an Internet Safety Policy with their Technology Plan.

_____ Copy of Form 479: Certification of Administrative Authority to Billed Entity of CIPA Compliance. All libraries that receive Internet Access through the WVLC Statewide Library Network must submit a Form 479 to WVLC annually.