



**\*\* ELECTRONIC EXPENDITURE REPORTING \*\***

**Available beginning in Fiscal Year 2000 (09/01/1999)**

**Benefits:**

- HELP! Screens with step-by-step instructions and e-mail support
- Submit all State and Federal expenditure reports
- No more paper expenditure reports
- Accurate submissions
- Eliminate mail delays with same day approval
- Ability to submit interim reports between scheduled reporting dates
- Encrypted data for security

**How to sign up:** Two ways to sign up:

- 1) Written/faxed request from Superintendent or Agency Administrator to:

Kim Lewis or Tim Imler  
Illinois State Board of Education  
Funding and Disbursement Services Division (E-320)  
100 North First Street  
Springfield, IL 62777  
Fax: 217/782-3910

- 2) From the ISBE Home Page: <http://www.isbe.net>

Click Financial Resources  
Click Funding and Disbursement Services  
Click E-Expenditures  
Click on "Sign-Up"

- 1) Written/fax requests: ISBE will send the requesting entity a packet containing:

-Brochure  
-Memorandum from Marcia Sailsbury, Division Administrator  
-Authorization for Electronic Data Transmission form

2. From the web:

- Instructions
- Memorandum from Marcia Sailsbury, Division Administrator
- Authorization for Electronic Data Transmission form

- When completed Authorization form has been received at ISBE:
  - the entity will be included on our list of participants
- ISBE will send the participating entity a packet containing:
  - initial password information and entity e-mail verification memorandum
  - copy of the Help Screens
  - list of due dates for expenditure reports/claims due

**How to Get There:**

- From the ISBE Home Page: <http://www.isbe.net>
- Click Financial Resources
- Click Funding and Disbursement Services
- Click E-Expenditures

**Questions:**

- Division of Funding and Disbursement Services at 217/782-5256.
- [timler@isbe.net](mailto:timler@isbe.net)
- [kewis@isbe.net](mailto:kewis@isbe.net)