How to Get There:
- From ISBE Home Page: WWW.ISBE.NET
- IWAS

How to sign up:
1) District Superintendent/Agency Administrator: sign up for IWAS administrative access (one-time only) - IF ADMIN ACCESS ALREADY ESTABLISHED, GO TO STEP 2.
2) Equipment Deletion/Transfer submitter: Sign up through IWAS (first time only)
   - New Partner – Sign Up Now (first time IWAS user only)
   - Complete profile to become an IWAS user
   - System Listing – Reporting: Equipment Deletion/Transfer – Sign Up Now
   - Complete profile (see Help Screens)
   - Submit to District Superintendent/Agency Administrator for approval
3) Technical Support: Call Center - 217/558-3600

Equipment Deletion/Transfer:
A. Items of inventory may be retained, sold or otherwise disposed of with no further financial obligation to the federal/state agency if the equipment has an acquisition cost/per unit current fair market value of less than $5,000. The disposition of such items should be so noted on the equipment inventory maintained by the entity.
B. Items of equipment with an acquisition cost of $5,000 or more, must complete the equipment deletion process via IWAS-Equipment Deletion/Transfer System.
C. If the item has been damaged, lost, or stolen, an official investigation by the proper authority should be conducted and fully documented. A copy of this information must be retained by the entity and indicate compliance on the Equipment Deletion/Transfer information transmitted to the Funding and Disbursement Services Division via IWAS.

Permission to dispose items from inventory will be granted, following review and approval of the Equipment Deletion/Transfer information via IWAS.

Equipment Deletion/Transfer Report:
1) Create Master Record:
   - Master Selection Screen: click on Add New to create an equipment file.
   - Complete the information for master record:
     - Funding Source/Inventory Taken by/Inventory Date/Phone
   - Click Add to add record
2) Create Detail Record: (equipment >$5000 to be deleted/transferred)
   - Detail Maintenance Screen:
   - Complete the information for detail record:
     - Description/Model#/Serial#/Purchase Order#/Purchase Date/Acquisition Cost/Current Location/Disposition/Police Report Filed/Comments
   - Reset/Add item
   - Click YES to add additional details items
3) Detail Selection: list of all detail items entered
   - Add new: to add another item
   - View/Edit: to view/edit detail item
4) - Click SUBMIT to submit request to District Admin for approval/transmittal to ISBE
5) - Click PRINT to view/print detail records to be submitted for deletion/transfer
6) Approval/Disapproval to delete/transfer equipment will be completed by ISBE via IWAS

Questions:
- Funding and Disbursement Services Division at 217/782-5256
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