

Equipment Deletion/Transfer Quick Help

How to Get There:

- ❖ From ISBE Home Page: WWW.ISBE.NET
- ❖ IWAS

How to sign up: Through ISBE Web Application Security System (IWAS)

- 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