**Section 5010.310 Transaction Codes**

a) The following code numbers shall be used to record a transaction that adds equipment to an agency's inventory.

|  |  |
| --- | --- |
| Code | Description of Transaction |
| 01 | Acquired New |
| 03 | Received on Transfer |
| 09 | Adjust Inventory |
| 10 | Omitted from Inventory |
| 11 | Purchased on Installment Basis |

b) The following code numbers shall be used to record a transaction that removes equipment from an agency's inventory. Code number 20 shall cause a piece of equipment to be removed from the agency's inventory, adjusted, and then replaced on the agency's inventory.

|  |  |
| --- | --- |
| Code | Description of Transaction |
| 20 | Additions |
| 22 | Deletions |
| 23 | Demolition (buildings) |
| 24 | Not Located |
| 25 | Stolen |
| 26 | Scrapped |
| 27 | Cannibalize for Parts |
| 28 | Scrap Pile |
| 30 | Slaughtered for Food |
| 31 | Correctional Industries |
| 32 | Sold |
| 34 | Trade-In |
| 36 | Transferred − Within Assigned Agency |
| 38 | Transferred − Outside of Agency |
| 40 | Surplus Warehouse |

c) The following documentation will be required for certain deletions from an agency inventory:

|  |  |  |
| --- | --- | --- |
| Code | Transaction Description | Documentation |
| 22 | Deletion | Memorandum detailing reasons for deletion from inventory |
| 23 | Demolition | Copy of CMS authorization to demolish structure |
| 24 | Not Located | Copy of internal investigation detailing efforts made to locate missing item and/or copy of police report. |
| 25 | Stolen | Copy of police report |
| 26 | Scrapped | Copy of CMS authorization to scrap on-site |
| 27 | Cannibalize | Copy of CMS authorization to cannibalize for parts |
| 28 | Scrap Pile | Copy of CMS authorization to scrap on-site |
| 31 | Correctional Industries | Copy of signed receipt by Correctional Industries Superintendent |
| 32 | Sold | Copy of CMS authorization to sell |
| 34 | Trade-In | Copy of CMS authorization to trade |
| 40 | Transferable Property | Copy of signed receipt for property delivered to or picked up by CMS warehouse personnel |

d) All deletions from agency property records except codes 36-38 (transfer within and outside of the agency) must be approved by the Department prior to completing the transaction.

(Source: Amended at 43 Ill. Reg. 5637, effective May 3, 2019)