



# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

November 15, 2006

## CIRCULAR LETTER 2006-12

### AVERAGE ANNUAL EQUIPMENT OWNERSHIP EXPENSE DATABASE

The department has developed a new website ([www.idot-aoe.com](http://www.idot-aoe.com)) to collect information regarding local agency equipment. This information will be used to assist in the revision of the 2004 Average Annual Equipment Ownership Expense (AAEOE) booklet into a database. In order for the department to publish and support the AAEOE booklet, local highway agencies need to populate this database with as much equipment as possible. In order to gain access to the database, the following user name and password should be used. The password is case sensitive.

USER NAME = idot1106  
PASSWORD = reimb2006

Once logged in, the database entry form will appear. For each piece of equipment, there are five required fields. However, the more details provided will ensure that reasonable rates are established for all equipment used by local highway agencies. Therefore, please try to complete all fields. Both the "Extra" and "Other Operating Expense" fields allow users to enter customized information about each piece of equipment. Use the "Description" and "Comments" fields to provide additional information about each piece of equipment.

After filling out the entry form, select the "Next" button at the bottom of the page. This page will allow users to review the data entered. If everything is correct, select the "Next" button at the bottom of the page. Otherwise select the "Previous" button to return to the entry form and make the necessary corrections. The following page will allow additional comments to be submitted. Once the "Finish" button is selected, the system will confirm your submittal. At this time, users may exit the system or continue adding equipment.

Attached is an example of each step noted above. Please contact Kevin Burke at [kevin.burkeiii@illinois.gov](mailto:kevin.burkeiii@illinois.gov) or Greg Lupton at [greg.lupton@illinois.gov](mailto:greg.lupton@illinois.gov) with any questions.

Sincerely,

A handwritten signature in cursive script that reads "Charles J. Ingersoll".

Charles J. Ingersoll, P.E.  
Engineer of Local Roads and Streets

Attachment



**Online Data Collection**  
Average Annual Equipment Ownership Expense Schedule Update

**Username:**

**Password:**

[Sign In](#)

idot1106

Sign Out



# Illinois Department of Transportation

## Online Data Collection

Average Annual Equipment Ownership Expense Schedule Update

Step 1 - Enter Data

Step 2 - Review Data

Step 3 - Submit Entry

### 1 ENTER DATA

<b>Local Agency or Company Name:</b> <i>(required)</i>	<input type="text" value="EXAMPLE"/>									
<b>Office Location:</b>	<input type="text" value="ANYWHERE, IL"/>									
<b>Class:</b> <i>(required)</i>	<input type="text" value="MOWERS"/>									
<b>Make:</b> <i>(required)</i>	<input type="text" value="MANUFACTURER (eg TORO, JOHN DEERE, CUB CADET, etc.)"/>									
<b>Model:</b> <i>(required)</i>	<input type="text" value="ABC123"/>									
<b>Model Year:</b>	<input type="text" value="2002"/>									
<b>Purchase Year:</b>	<input type="text" value="2002"/>									
<b>Purchased New or Used:</b>	<input type="text" value="New"/>									
<b>Years Left of Depreciation:</b>	<input type="text" value="10"/>									
<b>Horsepower (hp):</b>	<input type="text" value="31"/>									
<b>Weight (lbs):</b>	<input type="text"/>									
<b>Basic Cost:</b>	<input type="text" value="10000"/>									
<b>Total Cost:</b>	<input type="text"/>									
<b>Description:</b>	<input type="text" value="Zero Turn Lawn Tractor, 60 inch cutting deck, diesel engine"/>									
<b>Extras:</b>	<input type="button" value="+ Add"/>									
<b>Other Operating Expenses:</b>	<table border="1"> <thead> <tr> <th><input type="button" value="+ Add"/></th> <th>Cost <i>(required)</i></th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Remove"/></td> <td><input type="text" value="5"/></td> <td><input type="text" value="Hourly Fuel, Oil Expense"/></td> </tr> <tr> <td><input type="button" value="Remove"/></td> <td><input type="text" value="500"/></td> <td><input type="text" value="Annual Maintenance Expense"/></td> </tr> </tbody> </table>	<input type="button" value="+ Add"/>	Cost <i>(required)</i>	Description	<input type="button" value="Remove"/>	<input type="text" value="5"/>	<input type="text" value="Hourly Fuel, Oil Expense"/>	<input type="button" value="Remove"/>	<input type="text" value="500"/>	<input type="text" value="Annual Maintenance Expense"/>
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<input type="button" value="Remove"/>	<input type="text" value="5"/>	<input type="text" value="Hourly Fuel, Oil Expense"/>								
<input type="button" value="Remove"/>	<input type="text" value="500"/>	<input type="text" value="Annual Maintenance Expense"/>								
<b>Comments:</b>	<input type="text"/>									

### Extras

Click the green + sign if there are extra items needed to operate this piece of equipment.

Next >



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Average Annual Equipment Ownership Expense Schedule Update

Step 1 - Enter Data

Step 2 - Review Data

Step 3 - Submit Entry

### 2 REVIEW DATA

The following fields are empty:

- Weight (lbs)
- Total Cost



Though these fields are not required, the more accurate the data provided the better IDOT will be able to calculate the true reimbursement rate for this piece of equipment.

Please click the 'Previous' button and provide more information if you are able to, else click the 'Next' button to continue.

<b>Local Agency or Company Name:</b>	EXAMPLE						
<b>Office Location:</b>	ANYWHERE, IL						
<b>Class:</b>	35						
<b>Make:</b>	MANUFACTURER (eg TORO, JOHN DEERE, CUB CADET, etc.)						
<b>Model:</b>	ABC123						
<b>Model Year:</b>	2002						
<b>Purchase Year:</b>	2002						
<b>Purchased New or Used:</b>	1						
<b>Years Left of Depreciation:</b>	10 years						
<b>Horsepower (hp):</b>	31.000 hp						
<b>Weight (lbs):</b>							
<b>Basic Cost:</b>	\$10,000.00						
<b>Total Cost:</b>							
<b>Description:</b>	Zero Turn Lawn Tractor, 60 inch cutting deck, diesel engine						
<b>Extras:</b>							
<b>Other Operating Expenses:</b>	<table border="1"> <thead> <tr> <th>Cost</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>\$5.00</td> <td>Hourly Fuel, Oil Expense</td> </tr> <tr> <td>\$500.00</td> <td>Annual Maintenance Expense</td> </tr> </tbody> </table>	Cost	Description	\$5.00	Hourly Fuel, Oil Expense	\$500.00	Annual Maintenance Expense
Cost	Description						
\$5.00	Hourly Fuel, Oil Expense						
\$500.00	Annual Maintenance Expense						
<b>Comments:</b>							

[← Previous](#)   [Next →](#)



# Illinois Department of Transportation

## Online Data Collection

Average Annual Equipment Ownership Expense Schedule Update

✓ Step 1 - Enter Data

3 SUBMIT ENTRY

✓ Step 2 - Review Data

▶ Step 3 - Submit Entry

If you wish, click the 'Add Comment' button to leave a comment or suggestion about this data collection and any other additional contact information that you wish to provide then click the 'Finish' button, else just click the 'Finish' button to complete the data collection.

Add Comment

◀ Previous

Finish ▶



# Illinois Department of Transportation

## Online Data Collection

Average Annual Equipment Ownership Expense Schedule Update

✓ Data collection successfully saved.

**Thank you for completing this online data collection.**

Click the 'Enter More Data' button to add another item, or click the 'Exit Data Entry' button to exit.

[Enter More Data](#)

[Exit Data Entry](#)