



ACCOUNTING BULLETIN

To: Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Director of State Accounting

DATE: April 30, 2002

SUBJECT: Pre-Filing of FY2003 Contracts

NUMBER: 100

FY2003 CONTRACT PRE-FILING

The Office of the Comptroller (IOC) will begin accepting the pre-filing of FY2003 contracts beginning May 1, 2002. We encourage agencies to pre-file their FY2003 contracts with the IOC to aid in the efficient processing of their FY2003 vouchers. For all FY2003 contracts that are received by June 21, 2002 the goal of the IOC is to pre-audit and approve these contracts by July 9, 2002.

Pre-filing procedures for agencies that participate in the on-line entry or tape program can be obtained by contacting your IOC contract specialist.

FY03 contracts and the associated Contract Obligation Document forms (C-23.1) must be stamped or otherwise marked as "FY03" in the upper right-hand corner of the document.

RECONCILIATION REMINDER

The reconciliation of your obligation records is extremely important through the closing of this fiscal year. Timely reconciliation of your records can ensure timely processing of your payments.

If you have any questions concerning reconciliations of your obligations, please contact Lu Irwin in the Obligation Unit at 785-0009. If you have any questions concerning the pre-filing of obligation documents, please contact Anne Brown in the Obligation Unit at 785-4966.

Agencies may access this and other Accounting, Payroll and SAMS Bulletins on the Comptroller's website at www.ioc.state.il.us under Reference Library.