



STATE OF ILLINOIS
COMPTROLLER
JUDY BAAR TOPINKA

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Assistant Comptroller - Operations

DATE: April 17, 2014

SUBJECT: Pre-Filing of FY2015 Contracts/Grants

NUMBER: 195

The Office of the Comptroller (IOC) will begin accepting the pre-filing of FY2015 contracts/grants beginning May 1, 2014. Agencies with contracts/grants that must be filed prior to May 1, 2014 to comply with the 30 day filing rule should send them to the IOC, Attn: Ellen Curtin, 325 West Adams, Springfield, IL 62704. All FY2015 contracts/grants that are received prior to July 1, 2014 will receive priority processing once the FY2015 budget has been established in SAMS.

Pre-filing procedures for agencies that participate in the on-line entry program can be obtained by contacting your IOC Accounting Specialist.

FY2015 contracts/grants and the associated Contract Obligation Document forms (C-23) must be stamped or otherwise marked as "FY15" or "FY2015" in the upper right-hand corner of the document.

Unique Contract/Grant Numbers – Agencies must use a unique number for every contract/grant established with the IOC. In the case of a multiple year contract/grant, the agency **must** use the same number for the entire life of the contract/grant.

Imaging Contracts/Grants – The IOC is now imaging all contracts/grants as they are approved. Once the document is imaged, the IOC will no longer maintain the paper copy.

Agencies should send a **copy** of the contract, use only letter size paper, remove any staples, and use one paper or binder clip for the entire contract/grant if practical. Agencies should verify that all pages to the contract/grant are legible.

File Only Contracts - All contract liabilities subject to the filing requirements of the Illinois Procurement Code (30 ILCS 500) must be filed with the IOC. These requirements are not limited to contract liabilities incurred against State appropriations. State agencies must file all contract liabilities including, but not limited to, contract liabilities incurred against locally held and imprest funds. This also applies to the filing of all modifications to any contract whether the modification is of a fiscal or a non-fiscal nature. Agencies must use a unique number for every File Only contract established with the IOC.

If you have any questions concerning this Accounting Bulletin, please contact Shawn Reardon, Obligations Unit Supervisor, at (217) 782-3686. Agencies may access this and other Accounting, Payroll and SAMS Bulletins on the Comptroller's website at www.ioc.state.il.us under Resource Library.