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Comptroller
State of Illinois

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ACCOUNTING BULLETIN NO. 32

July 9, 1981

TO: Agency Heads and Chief Fiscal
Officers of All State Agencies

SUBJECT: Filing of Contracts for the Acquisition of Electronic Data
Processing Equipment Pursuant to DAS Master Agreements

A review of obligations on file with the Office of the Comptroller indicates that numerous COD's relating to the acquisition of electronic data processing equipment are being submitted without adequate supporting documentation. This problem is most frequently encountered when agencies contract for EDP equipment pursuant to a master agreement entered by the Department of Administrative Services.

When an agency contracts for EDP equipment under a DAS master agreement, the following documents must be on file with the Comptroller:

1. A copy of the DAS master agreement.
2. A copy of the contract supplement or vendor invoice for the specific items of equipment being acquired.

It is the responsibility of the Department of Administrative Services to file master agreements, and amendments to master agreements with the Comptroller. It is the agency's responsibility to file contracts or vendor invoices for the lease or purchase of specific items of EDP equipment.

The COD submitted by the agency obligating funds for acquisition of EDP equipment should be accompanied by the contract supplement or vendor invoice. These documents must include the following:

1. A description of the equipment, including to the extent applicable:
 - a. quantity
 - b. serial number
 - c. type
2. Master contract number against which obligation is being made.
3. Vendor name.
4. Whether purchase, lease, or lease/purchase agreement.
5. Amounts to be paid for each item of equipment listed.
6. Authorization by EDP Procurement.

All State Agencies

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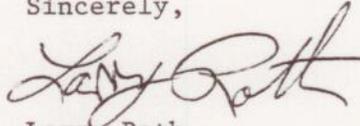
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Section 15 of the State Comptroller Act and the rules and regulations adopted pursuant thereto require the Comptroller to reject vouchers if the requisite contract documents have not been filed.

All agencies utilizing DAS master agreements are requested to review their procedures to ensure compliance with filing requirements.

Questions concerning this matter should be directed to Dave Scheina or Lu Irwin who may be reached at (217) 782-3686.

Sincerely,



Larry Roth
Director, State Accounting

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