



GEORGE W. LINDBERG  
COMPTROLLER  
STATE OF ILLINOIS

ACCOUNTING BULLETIN NO. 4

December 24, 1974

201 STATE HOUSE  
SPRINGFIELD, ILLINOIS 62706  
217/782-6000

TO: Chief Fiscal Officers  
Of All State Agencies

SUBJECT: Mandatory Agency Compliance  
regarding Vendor Number Data

On November 9, 1973, this office issued instructions for coding vendor identification numbers on vouchers to be processed after December 1. On April 19, 1974, a supplement to the manual was issued to clarify various coding problems.

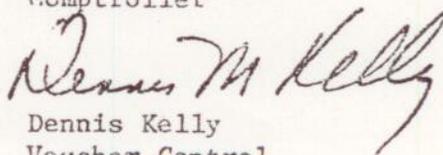
The purpose of requesting vendor identification numbers on vouchers was to meet a federal requirement that the state prepare Form 1009's which show payments made to certain classes of vendors. Unless we have strict compliance with this procedure we cannot produce accurate 1099's for the Internal Revenue Service. Commercial vouchers received by this office after December 27, 1974, must contain our 16 digit vendor number in the format provided in our Vendor and CUSAS Manuals. Vouchers which do not contain a vendor number will be returned to the transmitting agency for further handling. Only vouchers with complete, correct vendor numbers will be processed for payment.

In some instances, it may be necessary for us to contact you to resolve discrepancies between the vendor numbers submitted on your vouchers and those on file in this office. Therefore, we would appreciate it if you would designate an individual in your agency to work with us. Please complete and return the enclosed card if you are in a position to designate a person at this time.

Please contact our vendor file section at 217-782-2315 if you need assistance in obtaining correct vendor numbers.

Very truly yours,

George W. Lindberg  
Comptroller



By: Dennis Kelly  
Voucher Control