



Roland W. Burris

Comptroller
State of Illinois

201 State House
Springfield, Illinois 62706
217/782-6000

ACCOUNTING BULLETIN NO. 41

July 19, 1982

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

SUBJECT: Revised Requirements for Professional and Artistic Services
Contracts and for Contract Filing

HB2504 (P.A. 82-790) effective July 13, 1982, makes important changes in regards to payments pursuant to contracts for professional or artistic services and contract filing requirements.

Contracts for Professional or Artistic Services

Under prior law, Section 11 of the State Comptroller Act required the Comptroller to reject vouchers for payment of professional or artistic skills if the contract for such services involved expenditures of more than \$2,500 for a fiscal year, unless the contract was reduced to writing before the services were performed. HB2504 amends Section 11 to provide that where the contract has not been reduced to writing before the services have commenced, the payment shall only be made for such services if the agency files with the Comptroller (1) a written contract covering the services, and (2) an affidavit, signed by the chief executive officer of the agency or his designee, stating that the services for which payment is being made were agreed to prior to commencement of the services and setting forth an explanation of why the contract was not reduced to writing before the services commenced. The law also requires a copy of the affidavit to be filed with the Auditor General.

The affidavit must clearly identify the agency, the contract and the vendor, be notarized, and shall be in substantially the form shown in Exhibit A. The original and one copy of the affidavit must be sent with the contract to:

Office of the Comptroller
325 West Adams
Springfield, Illinois 62706

Attention: Obligations Section

The Comptroller will file the copy of the affidavit with the Auditor General. No payment will be made by the Comptroller pursuant to a contract for professional or artistic skills exceeding \$2,500, where the contract was not reduced to writing before the services commenced, unless the agency complies with the procedure established by HB2504.

Contract Filing Requirements

HB2504 also amends the filing requirements set forth in Section 15 of the State Comptroller Act. Previously, Section 15 required a copy of a contract, purchase order or lease or cancellation or modification thereto to be filed within 15 days of execution and allowed the Comptroller to provide different time periods, up to 30 days depending upon certain enumerated factors.

HB2504 deletes the provision which allowed the Comptroller to extend the filing period to 30 days. The law further amends Section 15 by providing that where a contract liability required to be filed by Section 15 has not been filed within 30 days of execution, the Comptroller shall refuse to issue a warrant for payment thereunder until the agency files with the Comptroller the contract, purchase order or lease and an affidavit, signed by the chief executive officer of the agency or his designee, setting forth an explanation of why such contract liability was not filed within 30 days of execution. The Act also requires a copy of the affidavit to be filed with the Auditor General.

The affidavit must clearly identify the agency, the contract and the vendor, be notarized, and shall be in substantially the form shown in Exhibit B. The original and one copy of the affidavit must be sent with the contract to:

Office of the Comptroller
325 West Adams
Springfield, Illinois 62706

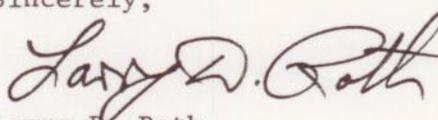
Attention: Obligations Section

The Comptroller will file the copy of the affidavit with the Auditor General. Letters requesting extensions of the 15 day filing requirement will no longer be accepted. Any contract or amendment that is not filed within 30 days must be accompanied by the affidavit required by HB2504, or it will not be accepted for filing by this office.

This bulletin applies to contracts received by this office on or after July 13, 1982.

Questions concerning this bulletin should be addressed to Joe DiRocco who may be reached at 217/782-3608.

Sincerely,



Larry D. Roth
Director, State Accounting

