



**Roland W. Burris**

Comptroller  
State of Illinois

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Springfield, Illinois 62706  
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ACCOUNTING BULLETIN NO. 42

February 15, 1983

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

SUBJECT: Suggested Guidelines for Voucher Payee Name Configurations

In order to process invoice vouchers more efficiently and to increase the usefulness of our commercial, contractual and other vendor payment reporting systems, the Comptroller's Office asks that all state agencies adhere to the following guidelines when preparing vouchers:

1. When vouchering payments to corporate or business entities, the agencies should, whenever possible, place the vendor name in the same configuration or format as that entity is listed in the Certified List of Domestic and Foreign Corporations published by the Illinois Secretary of State. Each state agency is entitled to one free copy of this annual reference volume which may be obtained from the Secretary of State's Corporation Division by contacting Don Templeman at 782-1836.
2. In cases of payments to individuals, the last name or surname should precede the first name, middle name, any initials, and any title including Mr., Mrs., Ms., Miss, Doctor, Senator, Representative, Honorable, etc. Examples of properly formatted names are as follows:

Wood, David L.  
Baker, Barbara Mrs.  
Clark, Robert Reverend  
Henderson, Susan Dr.

Please note that when a business entity contains the full name of an individual, e.g. Horace Mann Educators, the name vouchered should be precisely that, as it is the proper designation and conforms to the configuration used in the corporate listing.

3. When vouchering payments to governmental agencies or offices, the name of the geographic or political subdivision should be listed first. Payments should be made to the Sangamon County Clerk or Springfield City Treasurer rather than

County Clerk of Sangamon or City Treasurer of Springfield. Other examples include the following:

Will County Sheriff  
Chicago, City of, Human Resources Dept.  
Elk Grove Village Treasurer

4. The same logic used above should prevail when payments are made to a division within a governmental entity. Thus, payments to the Office of the Comptroller should read Comptroller, Office of. Other examples:

Justice, U.S. Dept. of  
Agriculture, Dept. of  
Labor, Dept. of, Employment Security, Bureau of  
Secretary of State, Driver Services, Division of

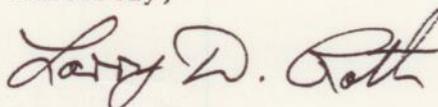
Please note the following exception as it pertains to point three and four; it is unnecessary to use the name "State of Illinois" when making payments to an Illinois state agency. However, if the payment is made to any other state, its name should be used, e.g. Missouri, State of.

As stated, the intent of these guidelines is to enhance the efficiency of voucher processing and the accuracy of the Comptroller's vendor payment reports. For the present time, these are only suggested guidelines. However, the Comptroller's Office requests that agencies make every effort to voluntarily comply in order to avoid consideration of mandatory enforcement steps.

WE ALSO REQUEST THAT AGENCIES RELAY THESE GUIDELINES TO THEIR VENDORS WHO INITIATE STATE INVOICE VOUCHERS.

We would appreciate agencies contacting this office relative to any problems they foresee in implementing these measures. Any such correspondence or questions concerning this bulletin should be directed to Joe DiRocco who may be reached at (217) 782-3608 or Rick Cornell who may be reached at (217) 785-0009.

Sincerely,



Larry D. Roth  
Director, State Accounting