



STATE OF ILLINOIS  
COMPTROLLER  
JUDY BAAR TOPINKA

# ACCOUNTING BULLETIN

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TO: Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Assistant Comptroller - Operations

DATE: April 19, 2012

SUBJECT: Pre-Filing of FY2013 Contracts/Grants and Unique Contract/Grant Numbers

NUMBER: 178

The Office of the Comptroller (IOC) will begin accepting the pre-filing of FY2013 contracts/grants beginning May 1, 2012. Agencies with contracts/grants that must be filed prior to May 1, 2012 to comply with the 30 day filing rule should send them to the IOC, Attn: Ellen Curtin, 325 West Adams, Springfield, IL 62704. All FY2013 contracts/grants that are received prior to July 1, 2012 will receive priority processing once the FY2013 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.

FY2013 contracts/grants and the associated Contract Obligation Document forms (C-23) must be stamped or otherwise marked as "FY13" or "FY2013" in the upper right-hand corner of the document.

**Unique Contract/Grant Numbers** - The IOC has implemented a project to image all contracts/grants that are filed with the IOC. In FY12, the IOC initiated the project by imaging all contracts/grants that extended into FY13. In FY13, the IOC will image all FY13 contracts/grants. The basic requirement for this project is that all contracts/grants must have a unique number and that unique number cannot be used again in subsequent fiscal years.

Beginning in FY13 and all future fiscal years, agencies must use a unique number for every contract/grant. Agencies will no longer be able to reuse the same number when establishing a new contract/grant. However, agencies must use the same number for the entire life of a multiple year contract/grant.

The IOC will implement a new edit in SAMS that prevents the reuse of any number on a new contract/grant with a starting date in FY14.

To assist the IOC with this imaging project, agencies should 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.

If you have any questions concerning this Accounting Bulletin, please contact Marvin Becker, Director of State Accounting at (217) 782-7078. Agencies may access this and other Accounting, Payroll and SAMS Bulletins on the Comptroller's website at [www.ioc.state.il.us](http://www.ioc.state.il.us) under Resource Library.