



# ACCOUNTING BULLETIN

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TO: Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Director of State Accounting

DATE: April 18, 2008

SUBJECT: Pre-Filing of FY2009 Contracts

NUMBER: 142

## **FY2009 CONTRACT PRE-FILING**

The Office of the Comptroller (IOC) will begin accepting the pre-filing of FY2009 contracts beginning May 1, 2008. Agencies with contracts that must be filed prior to May 1, 2008, to comply with the 30 day filing rule, should call 782-7078 for processing instructions. We strongly encourage agencies to pre-file their FY2009 contracts with the IOC to aid in the efficient processing of their FY2009 vouchers. All FY2009 contracts that are received prior to July 1, 2008 will receive priority processing once the FY2009 budget has been established in SAMS.

Pre-filing procedures for agencies that participate in the on-line entry or tape/file program can be obtained by contacting your IOC Accounting Specialist.

FY09 contracts and the associated Contract Obligation Document forms (C-23) must be stamped or otherwise marked as "FY09" in the upper right-hand corner of the document.

## **FILE ONLY CONTRACTS - REMINDER**

As a reminder of Accounting Bulletin 123 (Part 123.1), all contract liabilities that meet the threshold 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 is also applicable 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 the pre-filing of obligation documents or file-only contracts, please contact Brett Cox in the Obligation Unit at (217) 782-3686.

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.