



ACCOUNTING BULLETIN

TO: Directors and Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Director of State Accounting

DATE: May 6, 2005

SUBJECT: New Contract Requirements (Revised)

NUMBER: 124

The purpose of this Accounting Bulletin is to introduce new requirements that will be effective for all fiscal year 2006 contracts, interagency agreements, purchase orders, grants, or leases (hereafter referred to as contracts). These new requirements will be applied to all contracts filed against fiscal year 2006 appropriations, which includes rollovers, multi-year agreements, and renewals.

124.1 - Contract Signature Authority – Every contract or contract modification (e.g., changes, amendments, renewals, or cancellations) that is required to be filed with the Comptroller’s Office shall bear (a) the signature of the head of the agency and (b) if that authority to sign the head of the agency’s name is delegated, also the signature of the person actually signing the document.

124.2 - Late Filing Affidavit Signature Authority – Every Late Filing Affidavit that is required to be filed with the Comptroller’s Office shall bear (a) the signature of the head of the agency and or (b) if that authority to sign the head of the agency’s name is delegated, also the signature of the person actually signing the document.

124.3 - Professional & Artistic Services Affidavit Signature Authority - Every Professional & Artistic Services Affidavit that is required to be filed with the Comptroller’s Office shall bear (a) the signature of the head of the agency and or (b) if that authority to sign the head of the agency’s name is delegated, also the signature of the person actually signing the document.

124.4 - Contract/Affidavit Signature Authority and Delegation Rules –

- Each agency head must file a Signature Card (Form SCO-470) with the Comptroller's Office prior to filing a contract or affidavit.
- Each delegation of the agency head signature must be approved by the agency head on a Signature Card and filed with the Comptroller's Office prior to filing a contract or affidavit.
- When any delegation of authority is revoked, a copy of the revocation of authority must be sent to the Comptroller's Office.

124.5 - Every contract signatory must have their name and title typed or printed legibly below their actual signature.

124.6 - Every contract signature must be dated below the actual signature.

124.7 - All Late Filing Affidavits must be sequentially numbered by the Agency for each fiscal year.

124.8 - All Professional & Artistic Services Affidavits must be sequentially numbered by the Agency for each fiscal year.

Effective with all fiscal year 2006 contracts received after May 31, 2005, failure to comply with any of the above stated requirements will result in return of the contract to the agency.

If you have any questions, please contact Linda Seelbach at (217) 782-3608. Agencies may access this and other Accounting, SAMS, and Payroll Bulletins on the Comptroller's website at www.ioc.state.il.us under Resource Library.