



ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Director of State Accounting

DATE: April 21, 2010

SUBJECT: Pre-Filing of FY2011 Contracts

NUMBER: 155

The Office of the Comptroller (IOC) will begin accepting the pre-filing of FY2011 contracts beginning May 3, 2010. Agencies with contracts that must be filed prior to May 3, 2010, to comply with the 30 day filing rule, should send them to the IOC, Attn: Ellen Curtin, 325 West Adams, Springfield, IL 62704. All FY2011 contracts that are received prior to July 1, 2010 will receive priority processing once the FY2011 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.

FY2011 contracts and the associated Contract Obligation Document forms (C-23) must be stamped or otherwise marked as "FY11" or "FY2011" in the upper right-hand corner of the document.

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.

Public Act 96-0795 – This legislation significantly changed the Illinois Procurement Code (30 ILCS 500). Agencies are encouraged to work with their legal counsel to address the new requirements. The IOC will issue a series of Accounting Bulletins to address these issues.

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 under Resource Library.