

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Director of State Accounting

DATE: May 13, 2010

SUBJECT: Contract Rates and Units of Measurement - Public Act 96-0794

NUMBER: 156

Public Act 96-0794 amended the contract filing provision in the Illinois Procurement Code (30 ILCS 500/20-80(b)). The new language requires State agencies to report contract rates and units of measurement on the contract obligation document (C-23) and also requires the Comptroller to post this information on the Illinois Office of the Comptroller (IOC) website.

The section was amended as follows (new language is underlined):

30 ILCS 500/ 20-80(b):

“(b) Filing with Comptroller. Whenever a grant, defined pursuant to accounting standards established by the Comptroller, or a contract liability, except for: (1) contracts paid from personal services, or (2) contracts between the State and its employees to defer compensation in accordance with Article 24 of the Illinois Pension Code, exceeding \$10,000 is incurred by any State agency, a copy of the contract, purchase order, grant, or lease shall be filed with the Comptroller within 15 days thereafter. For each State contract for goods, supplies, or services awarded on or after July 1, 2010, the contracting agency shall provide the applicable rate and unit of measurement of the goods, supplies, or services on the contract obligation document as required

by the Comptroller. If the contract obligation document that is submitted to the Comptroller contains the rate and unit of measurement of the goods, supplies, or services, the Comptroller shall provide that information on his or her official website. Any cancellation or modification to any such contract liability shall be filed with the Comptroller within 15 days of its execution.”

The submission of the rate and unit of measurement is an existing SAMS requirement (SAMS Procedure 15.20.10). The IOC will not implement any SAMS system changes associated with this new statute. The IOC has added several options to the unit of measurement list contained in SAMS. The updated list follows:

AC	Acre	AN	Annual
BM	Bi-monthly	BW	Bi-weekly
CF	Cubic Foot	CS	Case
CY	Cubic Yard	DY	Day
EA	Each	FR	Flat Rate
GA	Gallon	HR	Hour
KG	Kilogram	LB	Pound
MI	Mile	MO	Month
MR	Multiple Rate	OT	Other
OZ	Ounce	PC	Percentage
PR	Person	QT	Quarter
SA	Semi-annual	SF	Square Foot
SY	Square Yard	TN	Ton
WK	Week		

If an agency needs to add another unit of measurement for their contract pricing, please send a written request to Brett Cox, Obligation Unit Supervisor, 325 West Adams, Springfield, IL 62704.

The IOC has begun posting this information on the IOC website (www.ioc.state.il.us). To access this information for a specific contract, click on the “Contracts” link under Financial Inquiries. Enter the vendor name on the “Contract Analysis” page and click the “Search” button to get a list of vendor names. Click on the “go” button next to the vendor you want to select. In the lower right section of

the screen select “Contracts” under the “Type of Detail” section, select the appropriate “Fiscal year”, and then click the “Analyze” button. The “Method of Compensation” information is presented in the last two columns on the next page. To display the full text for the abbreviated unit terms, click on the “Unit” heading.

If you have any questions pertaining to this bulletin, please contact Brett Cox at (217) 782-3686. Agencies may access this and other Payroll, SAMS and Accounting Bulletins on the Comptroller’s website at www.ioc.state.il.us under Resource Library.