



STATE OF ILLINOIS
COMPTROLLER
JUDY BAAR TOPINKA

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Marvin Becker, Director of State Accounting

DATE: April 8, 2011

SUBJECT: Pre-Filing of FY2012 Contracts/Grants

NUMBER: 167

The Office of the Comptroller (IOC) will begin accepting the pre-filing of FY2012 contracts/grants beginning May 2, 2011. Agencies with contracts/grants that must be filed prior to May 2, 2011, to comply with the 30 day filing rule, should send them to the IOC, Attn: Kathy Doherty, 325 West Adams, Springfield, IL 62704. All FY2012 contracts/grants that are received prior to July 1, 2011 will receive priority processing once the FY2012 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.

FY2012 contracts/grants and the associated Contract Obligation Document forms (C-23) must be stamped or otherwise marked as "FY12" or "FY2012" 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.

If you have any questions concerning the pre-filing of contracts/grants, please contact Thwyla Drury 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.