



STATE OF ILLINOIS
COMPTROLLER
JUDY BAAR TOPINKA

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Steven. L. Valasek, Assistant Comptroller - Operations

DATE: August 22, 2012

SUBJECT: Contract/Grant Threshold, Filing Period and Electronic Filing –
Public Act 97-0932

NUMBER: 183

Public Act 97-0932 amended the contract files section in the Illinois Procurement Code (30 ILCS 500/20-80). The Public Act increased the contract/grant filing threshold for all contracts/grants from \$10,000 to \$20,000 and extends the timeframe required to file a copy of the contract/grant with the Illinois Office of the Comptroller (IOC) from 15 days to 30 days. This section was amended as follows (new language is underlined and deleted language is lined through):

(30 ILCS 500/ 20-80)
Sec. 20-80. Contract files

(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 \$20,000 ~~\$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 30 ~~15~~ days thereafter....Any cancellation or modification to any such contract liability shall be filed with the Comptroller within 30 ~~15~~ days of its execution.

These new requirements apply to all contracts (defined at 30 ILCS 500/1-15.30) and all grants (defined at 30 ILCS 500/1-15.42) subject to the Procurement Code. These new requirements are effective immediately for all contracts/grants with beginning service dates on or after August 10, 2012.

This Public Act also added language to allow the IOC to require agencies to file contracts/grants electronically. This section was amended as follows (new language is underlined):

(30 ILCS 500/ 20-80)

Sec. 20-80. Contract files

Beginning January 1, 2013, the Comptroller may require that contracts and grants required to be filed with the Comptroller under this Section shall be filed electronically, unless the agency is incapable of filing the contract or grant electronically because it does not possess the necessary technology or equipment. Any agency that is incapable of electronically filing its contracts or grants shall submit a written statement to the Governor and to the Comptroller attesting to the reasons for its inability to comply. This statement shall include a discussion of what the agency needs in order to effectively comply with this Section. Prior to requiring electronic filing, the Comptroller shall consult with the Governor as to the feasibility of establishing mutually agreeable technical standards for the electronic document imaging, storage, and transfer of contracts and grants, taking into consideration the technology available to that agency, best practices, and the technological capabilities of State agencies. Nothing in this amendatory Act of the 97th General Assembly shall be construed to impede the implementation of an Enterprise Resource Planning (ERP) system.

The IOC is currently imaging all FY 12 and FY 13 contracts/grants. Later this year, the IOC will conduct a pilot program with selected agencies to submit contracts/grants electronically to the IOC. At the conclusion of the pilot, the IOC will finalize the “technical standards for the electronic document imaging, storage, and transfer of contracts and grants” and distribute these standards to all agencies.

If you have any questions concerning this bulletin or other changes in this Public Act, please contact Marvin Becker, Director of State Accounting at (217) 782-7078. 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.