



STATE OF ILLINOIS
COMPTROLLER
JUDY BAAR TOPINKA

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Assistant Comptroller - Operations

DATE: September 10, 2013

SUBJECT: Agency Invoice Report due every October 1st

NUMBER: 191

Public Act 98-0228 amended the State Finance Act (30 ILCS 105/9.08). The Public Act requires that each State agency shall report the aggregate dollar amount of bills held at their agency on June 30th. These are bills that do not have associated vouchers recorded on SAMS as of June 30th.

Section 30 ILCS 105/9.08 was amended as follows:

- State agency reports; bills held by the agency.**
- (a) On October 1, 2013 and by October 1 of each fiscal year thereafter, each State agency shall report the aggregate dollar amount of any bills held at the State agency on the previous June 30 to the Office of the State Comptroller.**
 - (b) As soon as possible after receiving a report from a State agency under subsection (a) of this Section, the State Comptroller shall post on his or her public-facing website the amount reported by the State agency.**
 - (c) For purposes of this Section, "State agency" means: all executive branch officers, boards, commissions and agencies created by the Constitution; all officers, departments, boards, commissions, agencies, institutions, authorities, universities, bodies politic and corporate of the State; and administrative units or corporate outgrowths of the State government which are created by or pursuant to statute, other than units of local government and their officers, school districts and boards of election commissioners; and all administrative units and corporate outgrowths of the above and as may be created by executive order of the Governor. "State agency" does not include any officer, department, board, commission, agency, unit, or authority of the legislative or judicial branch.**

Information should be sent via e-mail to "vouchercontrol@mail.ioc.state.il.us". The e-mail should include the following fields: agency name, agency number, agency contact person, agency contact phone number and total dollar amount of the bills held at the agency.

Example:	Agency name:	Department of ABC
	Agency number:	999
	Agency contact person:	John Doe
	Agency contact phone number:	217-123-1234
	Total dollar amount of the bills held at the agency:	\$150,000

If you have any questions pertaining to this bulletin, please contact Thwyla Drury, Voucher Control Manager at 217-782-3608. 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.