



STATE OF ILLINOIS
COMPTROLLER
LESLIE GEISSLER MUNGER

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Marvin Becker, Assistant Comptroller - Operations

DATE: April 22, 2016

SUBJECT: Pre-Filing of FY2017 Contracts/Grants

NUMBER: 204

The Office of the Comptroller (IOC) will begin accepting the pre-filing of FY2017 contracts/grants on May 2, 2016. Agencies with contracts/grants that must be filed prior to May 2, 2016 to comply with the 30 day filing rule should send them to the IOC, Attn: Ellen Curtin, 325 West Adams, Springfield, IL 62704. All FY2017 contracts/grants that are received prior to July 1, 2016 will receive priority processing once the FY2017 budget has been established in SAMS.

Pre-filing procedures for agencies that participate in the online entry program can be obtained by contacting your IOC Accounting Specialist.

All FY16 and FY17 contracts/grants and the associated Contract Obligation Document forms (C-23) must be stamped or otherwise marked as "FY16" or "FY17" in the upper right-hand corner of the document beginning May 2, 2016 through August 31, 2016.

Unique Contract/Grant Numbers – Agencies must use a unique number for every contract/grant established with the IOC. In the case of a multiple year contract/grant, the agency **must** use the same number for the entire life of the contract/grant.

Contract Obligation Document (C-23) Descriptions - Descriptions included on the Contract Obligation Document (C-23) are to be an accurate, concise depiction of the transaction being filed. Elements required in the "Description" for specific transactions include:

- Not to Exceed – Maximum Amount, if applicable.
- Master Contract Number when ordering off a Master.

- A brief description for the exemption citing the applicable statutory reference for Award codes M-Z.
- Multi-Year Contracts - Subsequent fiscal year filings must contain a complete description as originally filed to include the prior year's obligation/contract number. DO NOT use "Refer to Contract" as a description.
- Contract Modifications – State the area(s) affected by the modification, i.e. increase, decrease, change/extend term, etc.

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. Agencies must use a unique number for every File Only contract established with the IOC.

If you have any questions concerning this Accounting Bulletin, please contact Sally Gosda, Obligations Unit Supervisor, at (217) 782-3686. Agencies may access this and other Accounting, Payroll and SAMS Bulletins on the Comptroller's website at <http://www.illinoiscomptroller.gov/agencies>.