

TO: Fiscal Officers of All State Agencies
FROM: Steven L. Valasek, Director of State Accounting
DATE: May 5, 1999
SUBJECT: Pre-Filing of FY2000 Contracts
NUMBER: 81

FY2000 CONTRACT PRE-FILING

To expedite the processing of FY2000 payments, agencies are encouraged to pre-file FY2000 contracts with the Office of the Comptroller. Contracts that are pre-filed by June 24th, and pass legal/financial pre-audit, will be approved on SAMS prior to the start of FY2000.

Agencies that are participating in the on-line entry program will be notified of a meeting to distribute the instructions for pre-filing contracts. The IOC will contact the agencies' on-line representative with the time and place of the meeting. All other agencies (non on-line entry agencies) can begin to pre-file contracts immediately.

The contracts and the associated Contract Obligation Document form (C-23.1) should be submitted to the Obligation Section.

RECONCILIATION REMINDER

The reconciliation of your obligation records is extremely important through the closing of this fiscal year. Timely reconciliation of your records can ensure timely processing of your payments.

If you have any questions concerning this bulletin, please contact Lu Irwin in the Obligation Section at 785-0009.