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ILLINOIS STATE COMPTROLLER

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Ellen Andres, Assistant Comptroller – Operations

DATE: August 13, 2021

SUBJECT: File Only Contracts Quarterly Reports – Public Act 102-0291

NUMBER: 251

Public Act 102-0291 amended Section 20-80(b) of the Illinois Procurement Code (30 ILCS 500). Agencies and universities are now allowed to submit a report instead of each contract to the Illinois Office of Comptroller (IOC) for contracts exceeding \$20,000 that are funded through monies held outside the State treasury beginning in fiscal year 2022.

Beginning in fiscal year 2022, information pertaining to contracts exceeding \$20,000 that do not obligate funds held within the State treasury shall be submitted in a quarterly report to the Comptroller in a form and manner prescribed by the Comptroller. The Comptroller shall make the quarterly report available on his or her website. (P.A. 102-0291)

The quarterly report will replace the requirement to file CODs and supporting documents for contracts with the IOC. Please note that the amendment is specifically applicable to contracts. The requirement to file CODs and supporting documents for **grants** exceeding \$20,000 that do not obligate funds in the State treasury is still in place.

File Only Contracts Quarterly Report: The [File Only Contracts Report](#) (IOC Form SCO-980) shall be submitted as an Excel worksheet with the following fields:

FIELD NAME:	CONTENT REQUIREMENT:
Agency Number	The three-digit agency number contained in the organizational unit segment of the appropriation account code.
Agency Name	Agency's full name - no acronyms
Agency Contact Information This information will be available to the	Person/Department Individual or business unit that may be contacted for additional information regarding the report or contracts on the report.

public on the website.	<p>Phone Number Phone number for the person/department identified above.</p> <p>Email Address Email address for the person/department identified above.</p>
Reporting Quarter	The term the data provided applies to.
Fiscal Year	The four-digit fiscal year the contract belongs to.
Contract Number	The number assigned by the agency of up to 10 alpha-numeric characters which identifies the contract within the agency. All contracts must have a unique number and that unique number cannot be used again in any future year. However, the same number must be used for the entire life of a multiple-year contract.
Contract Action	<p>Indicate the type of contract action:</p> <p>N(ew) – establish a contract for the current fiscal year</p> <p>R(e-establishment) – re-establishment of a multi-year contract in the current fiscal year</p> <p>C(hange) – any subsequent action, which took place during the reporting quarter, to a contract already on file for the current fiscal year, i.e., increasing/decreasing the amount, changing the contract term, vendor change, etc.</p>
Vendor Name	The vendor name should be the same as the vendor name on an invoice and/or voucher.
Current Fiscal Year Amount	The amount payable under this contract for the current fiscal year. If a contract change is reflected, this field will reflect the original contract amount plus any increases or decreases reported during the reporting quarter.
Contract Term	<p>Enter the beginning and ending dates of the contract in MM/DD/CCYY format.</p> <ul style="list-style-type: none"> ▪ From - The start date of the contract. ▪ To - The ending date of the contract. <p>The dates reflect the full term of the contract, not just the current fiscal year dates.</p>
Description of Goods/Services	A brief description of the type of goods/services to be provided by the vendor, i.e., copy paper, lease of building for student housing, motor fuel, retainer for legal services, etc.

The quarterly report will include all contract activity during the reporting period.

Do not include any proprietary information or Personal Identifying Information (PII). Content of reports will be posted on the Comptroller's website as received.

Reports will be due within 30 calendar days after the close of the reporting period with the first report due October 30, 2021.

<u>Reporting Quarter</u>	<u>Report Due Date</u>
July 1 – September 30	October 30
October 1 – December 31	January 31
January 1 – March 31	April 30
April 1 – June 30	July 30

Completed reports are to be emailed to FileOnlyReports@illinoiscomptroller.gov and will be posted to the Comptroller's website.