



STATE OF ILLINOIS
COMPTROLLER
SUSANA A. MENDOZA

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies
FROM: Ellen Andres, Assistant Comptroller - Operations
DATE: July 1, 2019
SUBJECT: Paper Voucher Signature Requirements
NUMBER: 228

Public Act 101-0034 amended Section 9.02 of the State Finance Act and has updated the signature requirements for paper vouchers. The new provision of the law became effective June 28, 2019. The State Finance Act was amended as follows:

30 ILCS 105/9.02

Sec. (b)(1) Every voucher or corresponding balancing report, as submitted by the agency or office in which it originates, shall bear (i) the signature of the officer responsible for approving and certifying vouchers under this Act and (ii) if authority to sign the responsible officer's name has been properly delegated, also the signature of the person actually signing the voucher.

Beginning with all paper vouchers submitted after July 1, 2019, the signature of the “responsible officer” or their delegate on all individual paper vouchers is no longer required. The “responsible officer” is the Agency Head. The corresponding Agency File Balancing Report bears the signature of the “responsible officer” or his/her delegate, which authorizes the payments.

If you have any questions concerning this Accounting Bulletin, please contact Karla Grigsby at (217) 782-3608. Agencies may access this and other Accounting and Payroll Bulletins on the IOC website at <http://www.illinoiscomptroller.gov/agencies>.