



ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Director of State Accounting

DATE: April 9, 2004

SUBJECT: Pre-Filing of FY2005 Contracts

NUMBER: 117

FY2005 CONTRACT PRE-FILING

The Office of the Comptroller (IOC) will begin accepting the pre-filing of FY2005 contracts beginning May 3, 2004. We strongly encourage agencies to pre-file their FY2005 contracts with the IOC to aid in the efficient processing of their FY2005 vouchers. For all FY2005 contracts that are received by June 18, 2004, the goal of the IOC is to pre-audit and approve these contracts by July 9, 2004.

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

FY05 contracts and the associated Contract Obligation Document forms (C-23) must be stamped or otherwise marked as "FY05" in the upper right-hand corner of the document.

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 the pre-filing of obligation documents or the reconciliation of your obligations, please contact Michael Mathes in the Obligation Unit at 785-0009.

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