



ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Director of State Accounting

DATE: April 15, 2005

SUBJECT: Pre-Filing of FY2006 Contracts

NUMBER: 122

FY2006 CONTRACT PRE-FILING

The Office of the Comptroller (IOC) will begin accepting the pre-filing of FY2006 contracts beginning May 2, 2005. We strongly encourage agencies to pre-file their FY2006 contracts with the IOC to aid in the efficient processing of their FY2006 vouchers. All FY2006 contracts that are received prior to July 1, 2005 will receive priority processing once the FY2006 budget has been established in SAMS.

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

FY06 contracts and the associated Contract Obligation Document forms (C-23) must be stamped or otherwise marked as "FY06" 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 (217) 785-0009.

Agencies may access this and other Accounting, Payroll and SAMS Bulletins on the Comptroller's website at www.ioc.state.il.us under Resource Library.