



**SUSANA A. MENDOZA**  
ILLINOIS STATE COMPTROLLER

# PAYROLL BULLETIN

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TO: Fiscal Officers of All State Agencies  
FROM: Ellen Andres, Assistant Comptroller – Operations  
DATE: August 10, 2021  
SUBJECT: Rescinding Payroll Bulletins 04-20 and 05-20  
NUMBER: 03-21

The Illinois Office of Comptroller (IOC) is rescinding the temporary procedures outlined in Payroll Bulletins [04-20](#) and [05-20](#) for documents received on or after September 15, 2021.

As a reminder, the procedures outlined below are existing procedures and may help agencies ease the transition to normal processing.

## **Vouchering**

Balancing reports for files containing only paperless vouchers may be submitted electronically to the IOC if the balancing report contains the following certification: “If I am submitting via facsimile or email, I hereby certify by so filing that the original signed document exists in my possession.” The signature on the balancing report must match the specimen provided on the Voucher Signature Authorization Form. Electronically-generated signatures will not be accepted.

Balancing reports for paper vouchers and files containing only paperless vouchers which do not contain the required certification must be submitted via mail or dropped off at the IOC front desk.

Agencies wishing to submit balancing reports electronically should reach out to Heather Kelly or Karla Grigsby for detailed instructions ([Heather.Kelly@illinoiscomptroller.gov](mailto:Heather.Kelly@illinoiscomptroller.gov) or [Karla.Grigsby@illinoiscomptroller.gov](mailto:Karla.Grigsby@illinoiscomptroller.gov)).

## **Obligations**

The IOC modified its procedures to allow for the submission of contract and grant obligation-related documents containing electronic signatures in [Accounting Bulletin 245](#). Agencies utilizing electronic signatures for agency officials must have a properly completed SCO-470 on file with the IOC.

Electronic submission of contracts, grants and obligations-related documents is available, and the IOC continues to encourage agencies to utilize this option for contracts, grants, and obligations-related documents. A Memorandum of Understanding is required for agencies wishing to submit contracts, grants and obligations-related documents electronically.

For more information on electronic submission or electronic signatures, please contact Sally Gosda at [Sally.Gosda@illinoiscomptroller.gov](mailto:Sally.Gosda@illinoiscomptroller.gov).

### **Payroll**

Payroll vouchers may be submitted electronically (via email) to the IOC if the signature page contains the following certification: "If I am submitting this payroll voucher by facsimile or email, I hereby certify by signing and so filing that the original signed document exists in my possession."

The signatures on the signature page of the payroll voucher must match the specimen provided on the Voucher Signature Authorization Form. Electronically-generated signatures will not be accepted.

Agencies wishing to submit payroll vouchers electronically should reach out to Katie Guy ([Katie.Guy@illinoiscomptroller.gov](mailto:Katie.Guy@illinoiscomptroller.gov)) for detailed instructions.

If you have any questions concerning this Accounting Bulletin, please contact Sarah Robinson at [sarah.robinson@illinoiscomptroller.gov](mailto:sarah.robinson@illinoiscomptroller.gov). Agencies may access this and other [Accounting](#), [Payroll](#), and [SAMS](#) bulletins on the IOC website.