



STATE OF ILLINOIS
COMPTROLLER
SUSANA A. MENDOZA

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies
FROM: Marvin Becker, Assistant Comptroller - Operations
DATE: April 24, 2017
SUBJECT: Pre-Filing of FY2018 Contracts/Grants
NUMBER: 209

The Office of the Comptroller (IOC) will begin accepting the pre-filing of FY2018 contracts/grants on May 1, 2017. Agencies with contracts/grants that must be filed prior to May 1, 2017 to comply with the 30 day filing rule should send them to the IOC, Attn: Obligations Unit, 325 West Adams, Springfield, IL 62704. All FY2018 contracts/grants that are received prior to July 1, 2017 will receive priority processing once the FY2018 budget has been established in SAMS.

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

All FY17 and FY18 contracts/grants and the associated Contract Obligation Document forms (C-23) must be stamped or otherwise marked as "FY17" or "FY18" in the upper right-hand corner of the document beginning May 1, 2017 through August 31, 2017.

Unique Contract/Grant Numbers – Agencies must use a unique number for every contract/grant established with the IOC. In the case of a multiple year contract/grant, the agency **must** use the same number for the entire life of the contract/grant.

File Only Contracts - All contract liabilities subject to the filing requirements of the Illinois Procurement Code (30 ILCS 500) must be filed with the IOC. These requirements are not limited to contract liabilities incurred against State appropriations. State agencies must file all contract liabilities including, but not limited to, contract liabilities incurred against locally held and imprest funds. This also applies to the filing of all modifications to any contract, whether the modification is of a fiscal or a non-fiscal nature. Agencies must use a unique number for every File Only contract established with the IOC.

If you have any questions concerning this Accounting Bulletin, please contact Sally Gosda, Obligations Unit Supervisor, at (217) 782-3686. Agencies may access this and other Accounting, Payroll and SAMS Bulletins on the Comptroller's website at <http://www.illinoiscomptroller.gov/agencies>.