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ILLINOIS STATE COMPTROLLER

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Ellen Andres, Assistant Comptroller – Operations

DATE: July 02, 2021

SUBJECT: FY22 COVID-19 Contracts and Vouchers

NUMBER: 249

Pursuant to Section 9(e) of the State Comptroller Act (15 ILCS 405), the Illinois Office of Comptroller (IOC) has the authority to review documentation related to vouchers prior to drawing a warrant. Effective immediately for all Fiscal Year 2022 COVID-19 related transactions, contracts shall be filed and vouchers shall be processed as stated below.

Contracts

The IOC will require **all** COVID-related contracts with beginning or ending service dates in Fiscal Year 2022 and a value greater than \$20,000 to be filed and obligated. This includes multi-year contracts entered into during the pandemic, but not previously obligated, that cross fiscal years into FY2022. Contracts procured under the Disaster Proclamation should use Award Code “Z” with the COVID-19 Disaster Proclamation cited in the COD Description. The Late Filing Affidavit requirement will be waived for all multi-year contracts related to COVID-19 with a date of full execution prior to July 1, 2021.

Vouchering for COVID-19 Related Payments

Effective July 1, 2021, vouchers for payments related to the Disaster Proclamation which cite service dates on or after July 1, 2021 will require the related obligation to be cited for all payments related to contracts over \$20,000.

Agencies shall discontinue the use of 45xx series detailed object codes (DOCs). Vouchers related to the COVID-19 pandemic shall use the DOC which would normally be applicable. For example, vouchers citing DOC 4553 for COVID-19 related payments to governmental units, should instead cite DOC 4453 in FY2022. Vouchers should continue to cite the CFDA number established for COVID-19-related payments to accurately track COVID-19 related expenditures.

All other COVID-19 temporary procedures in Accounting Bulletins [235](#) and [236](#) remain in effect.