



SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Ellen Andres, Assistant Comptroller - Operations

DATE: April 19, 2023

SUBJECT: Pre-Filing of FY2024 Contracts/Grants

NUMBER: 264

The Illinois Office of Comptroller (IOC) will begin accepting the pre-filing of FY2024 contracts/grants on May 1, 2023. All FY2024 contracts/grants that are received prior to June 23, 2023 will receive priority processing once the FY2024 budget has been established in SAMS. FY2024 contracts/grants received on or after June 24, 2023 will be pre-audited in the order they are received, after the processing of pre-filed documents. Pre-files should be sent as they are accumulated to avoid a bottleneck of contracts.

REMINDER: An FY2024 transaction in HELD status on SUSF has been pre-audited and is ready to be accepted when the appropriations for FY2024 are available. Do not open or alter FY2024 transactions in HELD status. Contact your agency's assigned IOC Accounting Specialist if modifications are needed or you have a question about a transaction in HELD.

All FY2023 and FY2024 contracts/grants and the associated Contract Obligation Document forms (C-23) must be stamped or otherwise marked as "FY23" or "FY24" in the upper right-hand corner of the document beginning May 1, 2023 and continuing through the end of lapse period.

Agencies with FY2024 contracts/grants that must be filed prior to system availability (i.e. SAMS or SAP) to comply with the 30-day filing rule should send them to the IOC, Attn: Obligations Unit, 325 West Adams, Springfield, IL 62704, to be date-stamped and returned.

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.

Contract Transparency Document Form C-24 (CTD) – CTDs are required to be filed for new P&A contracts exceeding \$250,000 in a fiscal year or modifications to a P&A contract that cause the fiscal year amount to exceed \$250,000. If a CTD was filed for a multi-year contract during a previous fiscal year, a CTD for FY2024 is not required. See Accounting Bulletin 211 on the IOC website for additional information and instruction.

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 IOC website.