



# ACCOUNTING BULLETIN

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TO: Fiscal Officers of All State Agencies  
FROM: Steven L. Valasek, Director of State Accounting  
DATE: April 25, 2003  
SUBJECT: Pre-Filing of FY2004 Contracts  
NUMBER: 108

## **FY2004 CONTRACT PRE-FILING**

The Office of the Comptroller (IOC) will begin accepting the pre-filing of FY2004 contracts beginning May 1, 2003. We strongly encourage agencies to pre-file their FY2004 contracts with the IOC to aid in the efficient processing of their FY2004 vouchers. For all FY2004 contracts that are received by June 20, 2003, the goal of the IOC is to pre-audit and approve these contracts by July 8, 2003.

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

FY04 contracts and the associated Contract Obligation Document forms (C-23) must be stamped or otherwise marked as "FY04" in the upper right-hand corner of the document. If you have any questions concerning the pre-filing of obligation documents, please contact Anne Brown in the Obligation Unit at 785-0009.

## **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 reconciliation of your obligations, please contact Michael Mathes in the Obligation Unit at 785-4966.

Agencies may access this and other Accounting, Payroll and SAMS Bulletins on the Comptroller's website at [www.ioc.state.il.us](http://www.ioc.state.il.us) under Resource Library