



**Roland W. Burris**

Comptroller  
State of Illinois

201 State House  
Springfield, Illinois 62706  
217/782-6000

ACCOUNTING BULLETIN NO. 34

November 25, 1981

TO: Agency Heads and Chief Fiscal  
Officers of All State Agencies

SUBJECT: Change in Contract Filing Requirements

HB1136 (P.A. 82-728) which became effective November 12, 1981, amended Section 15 of the State Comptroller Act, (Ill. Rev. Stat. 1979, Ch. 15, par. 215) by raising the amount of contractual liabilities that must be filed with the Comptroller from those equaling or exceeding \$500 to those exceeding \$2,500. Copies of contracts, purchase orders or leases of personal property filed with the Comptroller after November 12 will be subject to these new guidelines.

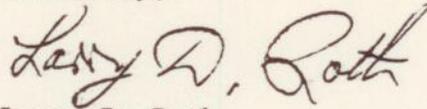
Pursuant to an agreement with the Department of Administrative Services, agencies which buy commodities, equipment and printing through the Department of Administrative Services will have their procurement transactions automatically forwarded to the Comptroller for filing, regardless of amount. An agency may choose to file any contractual liability with the Comptroller, even if it is for \$2,500 or less. These transactions will be processed in the same manner as contractual liabilities in excess of \$2,500 and must follow all rules regarding content and statutory compliance. Agencies must continue to file leases of real property with the Comptroller, regardless of lease amount.

Contractual liabilities which are between \$500 and \$2,500 must be individually obligated on a Contract Obligation Document through December 31, 1981. Effective January 1, 1982, agencies will be required to individually obligate contractual liabilities exceeding \$2,500. In addition, all expenditures of \$2,500 or less (including those of less than \$500) will be required to cite a blanket obligation. Details of this change will be described in a forthcoming CUSAS revision.

November 25, 1981

Questions concerning the above should be addressed to Joe DiRocco who may be reached at (217) 782-3608.

Sincerely,

A handwritten signature in cursive script that reads "Larry D. Roth". The signature is written in dark ink and is positioned above the printed name.

Larry D. Roth  
Director, State Accounting

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