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To: Fiscal Officers of All State Agencies
From: Joe DiRocco, *JD* Manager, Contract/Voucher Division
Date: September 23, 1994
Subject: Joint Rules of the Comptroller and the Department of
Central Management Services: Prompt Payment

The enclosed final rules have been jointly promulgated by the Comptroller and the Department of Central Management Services to govern the uniform application of the State Prompt Payment Act. They include procedures and time frames for the agency approval of a bill or invoice from a vendor for goods or services furnished to the State and payment to the vendor.

Agencies should apply the State Prompt Payment Act using these rules and the guidelines contained in the CUSAS Manual (Procedure 17.20.45). If a conflict exists between the rules and the CUSAS Manual, the rules govern. To assist agencies in determining whether and to what extent late payment interest is due, the Comptroller distributes to each agency a monthly "Agency Commercial Voucher Listing" which provides issue dates for warrants issued during the report month for the agency's commercial and travel vouchers. This report is also available, upon request, on microfiche and - for agencies with access to the Department of Central Management Services' Central Computer Facility - on disk, tape, or cartridge upon authorization by the Office of the Comptroller.

If you have any questions concerning the State Prompt Payment Act or these rules, please call Kim Kirn at (217) 782-6000 or me at (217) 782-3608.

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