



State of Illinois
COMPTROLLER
Loleta A. Didrickson

ACCOUNTING BULLETIN

To: Fiscal Officers of All State Agencies

Date: September 19, 1995

Subject: Packaging of Messenger Deliveries

Number: 69

Effective immediately, agencies submitting vouchers must package the schedule and voucher forms, magnetic tape (if applicable), magnetic tape transmittal control slips (if applicable), and the agency tape balance report (if applicable) together. **This package must be labeled with the name of the unit within the Office of the Comptroller it is to be delivered to and a return address including agency name. If the vouchers are for a federally funded program subject to CMIA reporting, please indicate that on the package.**

Packages containing Travel Vouchers, Grouping Sheets, Invoice Vouchers, List Vouchers, and Contractual Payroll Vouchers must be labeled "Commercial Vouchering Unit" with a return address including the agency name.

Packages containing Public Aid Recipient Vouchers must be labeled, "Contractual Payroll Unit" with a return address including the agency name.

Packages containing Payroll Vouchers, Retirement Vouchers, and Invoice Vouchers for Garnishments must be labeled "Payroll Unit" with a return address including the agency name.

Packages containing Public Aid Medicaid Vouchers must be labeled "Medical Unit" with a return address including the agency name.

Involuntary Withholding tapes must be labeled as such and indicate they should be delivered to the Collections Unit with a return address including the agency name.

Receipt Deposit Transmittal forms and their accompanying deposit instruments must be delivered to the Comptroller's Office in an envelope labeled "Receipts & Refunds Unit" with a return address including the agency name.



ACCOUNTING BULLETIN

These new procedures will help ensure the prompt delivery of all documents and magnetic tapes to the appropriate unit. If these procedures are not adhered to, the vouchers and deposits may be delayed which will result in payments being delayed.

If you have any questions concerning vouchers, please contact Joe DiRocco, Manager of the Contract/Voucher Division, at (217) 782-3608. If you have any questions concerning receipts or involuntary withholdings, please contact Peggy Blackburn, Manager of the Accounting Operations Division, at (217) 782-4107.

This bulletin and other information are available electronically from the Comptroller Bulletin Board System at (217) 785-7678.