

TO: Fiscal Officers of All State Agencies  
FROM: Steven L. Valasek, Director of State Accounting  
DATE: May 5, 2000  
SUBJECT: Pre-Filing of FY2001 Contracts  
NUMBER: 87

#### FY2001 CONTRACT PRE-FILING

To expedite the processing of FY2001 payments, agencies are encouraged to pre-file FY2001 contracts with the Office of the Comptroller. The IOC goal is for contracts that are pre-filed by June 23, and pass legal/financial pre-audit, the IOC will approve on SAMS by July 7, 2000.

Agencies that are participating in the on-line entry or tape program will be notified of a meeting to distribute the instructions for pre-filing contracts. All other agencies can begin to pre-file contracts immediately.

The contracts and the associated Contract Obligation Document form (C-23.1) should be submitted to the Obligation Section.

#### 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 this bulletin, please contact Lu Irwin in the Obligation Section at 785-0009.