



# ACCOUNTING BULLETIN

---

TO: Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Director of State Accounting

DATE: April 30, 2001

SUBJECT: Pre-Filing of FY2002 Contracts

NUMBER: 92

## **FY2002 CONTRACT PRE-FILING**

The Office of the Comptroller (IOC) is now accepting the pre-filing of FY2002 contracts. We encourage agencies to pre-file their FY2002 contracts with the IOC to aid in the efficient processing of their FY2002 vouchers. For all FY2002 contracts that are received by June 22, the goal of the IOC is to pre-audit and approve these contracts by July 9, 2001.

Pre-filing procedures for agencies that participate in the on-line entry or tape program will remain the same as last year. If you need a copy of the procedures, please contact the Obligation Section.

The contracts and the associated Contract Obligation Document form (C-23.1) should be submitted to the Obligation Section clearly indicating FY02.

## **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 reconciliations of your obligations, please contact Lu Irwin in the Obligation Section at 785-0009. If you have any questions concerning the pre-filing of obligation documents, please contact Anne Brown in the Obligation Section at 785-4966.