

1 AN ACT concerning finance.

2 **Be it enacted by the People of the State of Illinois,**  
3 **represented in the General Assembly:**

4 Section 5. The State Finance Act is amended by changing  
5 Section 13.3 as follows:

6 (30 ILCS 105/13.3) (from Ch. 127, par. 149.3)

7 Sec. 13.3. Petty cash funds; purchasing cards.

8 (a) Any State agency may establish and maintain petty cash  
9 funds for the purpose of making change, purchasing items of  
10 small cost, payment of postage due, and for other nominal  
11 expenditures which cannot be administered economically and  
12 efficiently through customary procurement practices.

13 Petty cash funds may be established and maintained from  
14 moneys which are appropriated to the agency for Contractual  
15 Services. In the case of an agency which receives a single  
16 appropriation for its ordinary and contingent expenses, the  
17 agency may establish a petty cash fund from the appropriated  
18 funds.

19 Before the establishment of any petty cash fund, the  
20 agency shall submit to the State Comptroller a survey of the  
21 need for the fund. The survey shall also establish that  
22 sufficient internal accounting controls exist. The Comptroller  
23 shall investigate such need and if he determines that it

1 exists and that adequate accounting controls exist, shall  
2 approve the establishment of the fund. The Comptroller shall  
3 have the power to revoke any approval previously made under  
4 this Section.

5 Petty cash funds established under this Section shall be  
6 operated and maintained on the imprest system and no fund  
7 shall exceed \$1,000, except that the Department of Revenue may  
8 maintain a fund not exceeding \$2,000 for each Department of  
9 Revenue facility and the Secretary of State may maintain a  
10 fund in excess of \$1,000, solely for the purpose of making  
11 change, at any Secretary of State Motor Vehicle Facility ~~of~~  
12 ~~not exceeding \$2,000 for each Chicago Motor Vehicle Facility,~~  
13 ~~each Springfield Public Service Facility, and the Motor~~  
14 ~~Vehicle Facilities in Champaign, Decatur, Marion, Naperville,~~  
15 ~~Peoria, Rockford, Granite City, Quincy, and Carbondale, to be~~  
16 ~~used solely for the purpose of making change.~~ Except for  
17 purchases made by procurement card as provided in subsection  
18 (b) of this Section, single transactions shall be limited to  
19 amounts less than \$100, and all transactions occurring in the  
20 fund shall be reported and accounted for as may be provided in  
21 the uniform accounting system developed by the State  
22 Comptroller and the rules and regulations implementing that  
23 accounting system. All amounts in any such fund of less than  
24 \$1,000 but over \$100 shall be kept in a checking account in a  
25 bank, or savings and loan association or trust company which  
26 is insured by the United States government or any agency of the

1 United States government, except that all such ~~in~~ funds  
2 maintained in a each Department of Revenue Facility or in a  
3 Secretary of State Motor Vehicle Facility, ~~Chicago Motor~~  
4 ~~Vehicle Facilities, each Springfield Public Service Facility,~~  
5 ~~and the Motor Vehicle Facilities in Champaign, Decatur,~~  
6 ~~Marion, Naperville, Peoria, Rockford, Granite City, Quincy,~~  
7 ~~and Carbondale, all amounts in the fund~~ may be retained on the  
8 premises of the facility ~~such facilities~~.

9 No bank or savings and loan association shall receive  
10 public funds as permitted by this Section, unless it has  
11 complied with the requirements established pursuant to Section  
12 6 of "An Act relating to certain investments of public funds by  
13 public agencies", approved July 23, 1943, as now or hereafter  
14 amended.

15 An internal audit shall be performed of any petty cash  
16 fund which receives reimbursements of more than \$5,000 in a  
17 fiscal year.

18 Upon succession in the custodianship of any petty cash  
19 fund, both the former and successor custodians shall sign a  
20 statement, in triplicate, showing the exact status of the fund  
21 at the time of the transfer. The original copy shall be kept on  
22 file in the office wherein the fund exists, and each signer  
23 shall be entitled to retain one copy.

24 (b) The Comptroller may provide by rule for the use of  
25 purchasing cards by State agencies to pay for purchases that  
26 otherwise may be paid out of the agency's petty cash fund. Any

1 rule adopted hereunder shall impose a single transaction  
2 limit, which shall not be greater than \$1,000.

3 The rules of the Comptroller may include but shall not be  
4 limited to:

5 (1) standards for the issuance of purchasing cards to  
6 State agencies based upon the best interests of the State;

7 (2) procedures for recording purchasing card  
8 transactions within the State accounting system, which may  
9 provide for summary reporting;

10 (3) procedures for auditing purchasing card  
11 transactions on a post-payment basis;

12 (4) standards for awarding contracts with a purchasing  
13 card vendor to acquire purchasing cards for use by State  
14 agencies; and

15 (5) procedures for the Comptroller to charge against  
16 State agency appropriations for payment of purchasing card  
17 expenditures without the use of the voucher and warrant  
18 system.

19 (c) As used in this Section, "State agency" means any  
20 department, officer, authority, public corporation,  
21 quasi-public corporation, commission, board, institution,  
22 State college or university, or other public agency created by  
23 the State, other than units of local government and school  
24 districts.

25 (Source: P.A. 103-266, eff. 1-1-24.)

26 Section 99. Effective date. This Act takes effect upon

1 becoming law.