**Section 1.2086 Filing with the Comptroller**

a) Filing with Comptroller

1) *Whenever a grant, defined pursuant to accounting standards established by the State Comptroller, or a contract liability, except for contracts paid for from personal services or contracts between the State and its employees to defer compensation in accordance with Article 24 of the Illinois Pension Code, exceeding $20,000 is incurred by any State agency, a copy of the contract, purchase order, grant or lease shall be filed with the Comptroller within 30 days thereafter.* [30 ILCS 500/20-80(b)]

2) *For each State contract for supplies or services awarded on or after July 1, 2010, the contracting agency shall provide the applicable rate and unit of measurement of the supplies or services on the contract obligation document as required by the Comptroller.* [30 ILCS 500/20-80(b)]

3) *Any cancellation or modification to any such contract liability shall be filed with the Comptroller within 30 days* after *its execution.* [30 ILCS 500/20-80(b)]

b) *Late Filing Affidavits*

*When a contract, purchase order, grant or lease required by this Section to be filed* with the Comptroller *has not been filed within 30 days after execution, the Comptroller shall refuse to issue a warrant for payment thereunder until the State agency files with the Comptroller the contract, purchase, purchase order, grant or lease, and an affidavit, signed by the chief executive officer of the State agency or his or her designee, setting forth an explanation of why the contract liability was not filed within 30 days after the execution. A copy of this affidavit shall be filed with the Auditor General.* [30 ILCS 500/20-80(c)]

c) *Timely Execution of Contracts*

1) *No voucher shall be submitted to the Comptroller for a warrant to be drawn for the payment of money from the State Treasury or from other funds held by the State Treasurer on account of any contract unless the contract is reduced to writing before the services are performed and filed with the Comptroller. Vendors shall not be paid for any supplies that were received or services that were rendered before the contract was reduced to writing and signed by all the necessary parties.* [30 ILCS 500/20-80(d)]

2) Upon written request of the State agency and with justification required by the CPO-GS, *the CPO-GS may request an exception to* S*ection 20-80(d) of the Code by submitting a written statement to the Comptroller and Treasurer setting forth the circumstances and reasons why the contract could not be reduced to writing before the supplies were received or services were performed. A waiver of Section 20-80(d) of the Code must be approved by the Comptroller and Treasurer. Section 20-80*(d) *of the Code does not apply to emergency purchases if notice of the emergency purchase is filed with the PPB and published in the Bulletin as required by the Code.* [30 ILCS 500/20-80(d)]

3) The CPO-GS may require the State agency to provide additional information on a form prescribed by the CPO-GS.

4) Regardless of the source of funds, contracts or change orders shall be reduced to writing before supplies are received or services are rendered. If supplies are received or services are performed prior to execution of a contract or change order, a written statement setting forth the circumstances and reasons why the contract or change order could not be reduced to writing before the supplies were received or the services were performed shall be maintained in the procurement file. Agencies shall provide a monthly report to the SPO of contracts or change orders not reduced to writing before supplies or services were rendered.

(Source: Amended at 46 Ill. Reg. 10208, effective June 2, 2022)