**Section 500.910 Filing with Comptroller**

a) Filing with Comptroller

Whenever a contract liability, except for contracts paid from personal services or contracts between the State and its employees to defer compensation in accordance with Article 24 of the Illinois Pension Code [40 ILCS 5], exceeding $20,000 is incurred by the OAG, a copy of the contract, purchase order, or lease shall be filed with the Comptroller within 30 calendar days thereafter.

b) Late Filing Affidavit

When a contract, purchase order, or lease required to be filed by this Section has not been filed within 30 calendar days after execution, the OAG must file with the Comptroller an affidavit, signed by the Auditor General or his or her designee, setting forth an explanation of why the contract liability was not filed within 30 calendar days after execution. A copy of this affidavit shall be filed with the Auditor General.

c) Timely Execution of Contracts

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, if so required under subsection (a), with the Comptroller. Contractors 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 necessary parties. A Procurement Officer may request an exception to this requirement 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 this requirement must be approved by the Comptroller and Treasurer. The requirements of this subsection shall not apply to emergency purchases if notice of the emergency purchase is published in the Auditor General Bulletin as required by Section 500.350.

(Source: Amended at 42 Ill. Reg. 3193, effective February 16, 2018)