ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Director of State Accounting

DATE: June 6, 2007

SUBJECT: Additional Reporting Requirements for Contracts/Grants

NUMBER: 140

The Illinois Office of the Comptroller (IOC) has established additional reporting requirements and new award codes for contracts/grants from agencies that are under the jurisdiction of the Illinois Procurement Code (30 ILCS 500).

The IOC requires the following new fields be submitted with the contract/grant transaction.

- The 'date of publication/transaction date' on the Department of Central Management Services (CMS) Procurement Bulletin system
- The 'reference/solicitation number' on the Department of CMS Procurement Bulletin system
- A Yes/No indicator stating if 'subcontractors' will be utilized
- A Yes/No indicator stating if the agency 'disclosed subcontractors' as required by 30 ILCS 500/35-40

This reporting requirement must be met upon the original filing of every contract/grant.

Agencies under the jurisdiction of the Illinois Procurement Code that have **new** contracts/grants with beginning dates after June 30, 2007 **must** submit the new information unless the specific contract/grant is exempt from the Illinois Procurement Code pursuant to 30 ILCS 500/1. Exemption from the Illinois Procurement Code must be documented by an award code of N – Z (new award codes are discussed later in bulletin).

Agencies under the jurisdiction of the Illinois Procurement Code with **existing** contracts/grants, including multiple year contracts/grants, with beginning dates prior to June 30, 2007, have the option to include this new information.

Agencies outside the jurisdiction of the Illinois Procurement Code, regardless of the beginning dates of the contracts/grants, have the option to include this new information.

In addition to the new fields, the following is a revised table of values for the existing award code field.

Award Code Field	
Code	Description
1	Bids required
2	Exempt from bid
3	Exempt/bids obtained
4	Emergency Purchases
A	Competitive Sealed Bidding (30 ILCS 500/20-10)
B	Competitive Sealed Proposal (30 ILCS 500/20-15)
C	Small Purchases (30 ILCS 500/20-20)
D	Sole Source Procurements (30 ILCS 500/20-25)
E	Emergency Purchases (30 ILCS 500/20-30)
F	Construction-related Professional Services (30 ILCS 500/30-15)
G	Request for Information (30 ILCS 500/40-20)
H - L	Method of Source Selection – Reserved For Future Use
M	Method of Source Selection – other (specify method on COD)
N	Exempt - other governments (30 ILCS 500/1-10(b)(1))
O	Exempt - grants (30 ILCS 500/1-10(b)(2))
P	Exempt - purchase of care (30 ILCS 500/1-10(b)(3))
Q	Exempt - hiring employees (30 ILCS 500/1-10(b)(4))
R	Exempt - collective bargaining contracts (30 ILCS 500/1-10(b)(5))
S	Exempt - purchase of real estate (30 ILCS 500/1-10(b)(6))
T	Exempt - legal services (30 ILCS 500/1-10(b)(7))
U - Y	Exempt – Reserved For Future Use
Z	Exempt – other (specify exemption on COD)

Agencies under the jurisdiction of the Illinois Procurement Code that have **new** contracts/grants with beginning dates <u>after June 30, 2007</u> **must** use the new codes A – Z in the award code field. Numeric codes will cause the transaction to reject.

Agencies under the jurisdiction of the Illinois Procurement Code with **existing** contracts/grants, including multiple year contracts/grants, with beginning dates <u>prior to June 30, 2007</u>, may use any award code (1- 4 or A – Z).

Agencies outside the jurisdiction of the Illinois Procurement Code, regardless of the beginning dates of the contracts/grants, may use any award code (1- 4 or A – Z).

Contract Obligation Documents – New Fields

The IOC has revised the Contract Obligation Document (COD) C-23 Form to accommodate the new fields and the revised award codes.

A copy of the revised form is included as Attachment #1 of this bulletin.

SAMS Purchase Order File Layout – New Fields

The IOC has revised the SAMS Purchase Order File Layout to accommodate the new fields and the revised award codes. The IOC has redefined the existing description field (30 byte) on the line portion of the document. The new structure is: date of publication/transaction date (bytes 1-8), reference/solicitation number (bytes 9-16), subcontractor utilized (byte 17), and subcontractor disclosed (byte 18).

This new information must always be entered in line "01" of the document.

The changes to the SAMS Purchase Order File Layout are in the table below.

Before

Field Name	Format	Comment
LINE-DESCRIPTION	X(30)	Set to spaces.

After

Field Name	Format	Comment
PUB-DATE-MONTH	X(2)	Procurement Bulletin date of publication/transaction date Month. (MM) Valid on line "01" only.
PUB-DATE-DAY	X(2)	Procurement Bulletin date of publication/transaction date Day. (DD) Valid on line "01" only.
PUB-DATE-YEAR	X(4)	Procurement Bulletin date of publication/transaction date Year. (CCYY) Valid on line "01" only.
REF-NUMBER	X(8)	Procurement Bulletin reference/solicitation number. Valid on line "01" only.
SUBCONTRACTOR-UTIL	X(1)	Subcontractor Indicator. (Y/N) Valid on line "01" only.
SUBCONTRACTOR-DISCL	X(1)	Subcontractor Disclosed per 30 ILCS 500/35-40. (Y/N) Valid on line "01" only.
FILLER	X(11)	Comptroller Authorization Required. Set to spaces.
FILLER	X(1)	Comptroller Authorization Required. Set to spaces.

A copy of the revised layout is included as Attachment #2 of this bulletin.

On-Line Obligation Screens – New Fields

The IOC is revising the SAMS Purchase Order Input Form Screen to accommodate the new fields. The following is a draft of the revised screen.

```
FUNCTION:                    DOCID:
  STATUS:                    BATID:                    ORG:
   LN    REF RQ                                                        JOB
   NO    NUMBER       FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB NUMBER
   -- --------------- ---- ---- ------- --------- ---- ---- ------- --------
       TEXT RPT CAT PROCUREMENT INFORMATION MASTER CNTRACT    AMOUNT    I/D
       ---- ------- ---------------------- -------------- -------------- ---
01-
              MM DD CCYY XXXXXXXX X X XXXXXXXXXXX X
```

The IOC is also revising the SAMS Open Purchase Order Line Inquiry Screen to accommodate the new fields. The following is a draft of the revised screen.

```
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ACTION:    SCREEN: OPOL

        O P E N   P U R C H A S E   O R D E R   L I N E   I N Q U I R Y

           VENDOR=              PO NUMBER=                LINE NO=

             FUND:              AGENCY:                ORG/SUB-ORG:
        APPR UNIT:            ACTIVITY:                   FUNCTION:
      OBJ/SUB-OBJ:            REPT CAT:                 JOB NUMBER:
          PROJECT:

          LINE AMT:                    INTERNAL REF FUND/AGCY:     /
        CLOSED AMT:                        LAST REF TRANS NO:
      EXPENDED AMT:                      LAST REF TRANS DATE:
   OUTSTANDING AMT:                                  TEXT IND:

PUBLICATION DATE: MM DD CCYY  REFERENCE NUMBER: XXXXXXXX  SUBCONTRACTOR: X
                                                            DISCLOSED: X
MASTER CONTRACT: XXXXXXXXXXX X
```

TRANSITIONAL ISSUES

Agencies with Pre-filed contracts/grants that require this additional procurement information must comply with the following rules.

On-line agencies must enter the additional information on-line and change the award code prior to the IOC approving the transaction. These agencies will not be required to submit a new COD document.

Agencies not on-line must either submit a new COD document in the new format, or a new COD document in the old format with the additional information included in the description field. The IOC will enter the additional information prior to approving the transaction.

Agencies with New FY08 contracts/grants that require this additional procurement information must comply with the following rules.

On-line agencies must submit the electronic contract/grant transaction with the additional information and the new award code on-line. These agencies must also submit a COD document in the new format, or a COD document in the old format with the additional information included in the description field.

Agencies not on-line must submit a COD document in the new format, or a COD document in the old format with the additional information included in the description field.

Effective Date – The IOC plans to implement the new screens, edits, and file layouts after the processing cycle on June 29, 2007.

If you have any questions pertaining to this bulletin, please contact Linda Seelbach at (217)782-3608. Agencies may access this and other Accounting, Payroll and SAMS Bulletins on the Comptroller's website at www.ioc.state.il.us under Resource Library.

State of Illinois
Contract - Obligation Document

Agency No. ____ ____ ____   *–Please Type–*

Fiscal Year	Transaction Code	Contract/Obligation No.	Transaction Date	Nine Digit Taxpayer Identification Number	Legal Status

Contract Action	Class Code	Governor's Release No.	Vendor's Name and Address
1. ☐ New 2. ☐ Change			

Appropriation Account Code	Obligation Amount

Multiple Year Contract		Maximum Contract Amount
From _____ To _____		
Month/Day/Year Month/Day/Year		

Current Fiscal Year of Contract		Annual Contract Amount
From _____ To _____		
Month/Day/Year Month/Day/Year		Reimbursement Expenses Included

Multiple Year Contract Amounts		Year 2 — 7 (and over)			
2		3		4	
5		6		7	

Description

Method of Compensation	Procurement Information	Travel Expenses
(If Multiple Rates, Specify)	Award Code _____ Publication Date _____ Reference # _____ Subcontractor Utilization (Y/N) _____ Subcontractor Disclosure (Y/N) _____	Yes _____ No _____ _____ Amount Advance Payment Yes _____ No _____
_____ Per _____ (Rate) (Time)		

Prepared By _____ Date _____   Contracting Agency/Division _____

Authorized By _____ Date _____   Filing Agency/Division _____

C-23   6/07

This document describes the magnetic tape file format to be used to transmit contract/obligation information to the Comptroller.

1. <u>File Characteristics</u>
   The tape file will be an 18-track cartridge with 38000 bpi, odd parity, American Standard labeled, no tape marks, and 870 byte record with a blocking factor of 10. There will be six types of records on this file.

   - *File Header Record*
     This record will be the first record on the file. It is used to identify the tape, agency, and file content.

   - *Batch Record*
     This record will be used if the individual documents are to be grouped.

   - *Document Header Record*
     This record will be the header portion of the Purchase Order (PO) document.

   - *Document Line Record*
     This record will be a line portion of the PO document. The document may have 99 lines per header.

   - *Document Text Record*
     This record will be the text associated with the PO document. The document may have 4 text records.

   - *File Trailer Record*
     This record is the last data record on the file. It is used to provide control totals for balancing the file.

2. <u>File Order</u>
   The Batch Records should be sorted in ascending order. The Document Header Records should be sorted in ascending order within the batch and with their associated line and text records following them. The line records should be in line number order and the text records should be in line number order.

   For example:

PO 360 A12345 Batch
PO 360 91234567890 Header
PO 360 91234567890 Line 01
PO 360 91234567890 Line 02
PO 360 91234567890 Text 01 001
PO 360 91234567890 Text 01 002
PO 360 92345678901 Header
PO 360 92345678901 Line 01
PO 360 92345678901 Line 02
PO 360 92345678901 Line 03
PO 360 92345678901 Text 01 001
PO 360 92345678901 Text 01 002
PO 360 92345678901 Text 01 003
PO 360 92345678901 Text 01 004

3. Appendices
    1   defines the file layout.

    2   defines the transmittal control slip that accompanies the file.

    3   describes the agency balancing report that is to accompany each
            Contract/Obligation file received.

    4   describes valid award code field values

Field Name	Format	Comment
RECORD IDENTIFIER	X(1)	Enter a H.
TAPE IDENTIFIER	X(6)	Enter a unique file identifier. This number will be used for control purposes by the Comptroller and must be different on each file received. This identifier must also be present on the transmittal control slip.
FILLER	X(1)	Enter a space.
AGENCY CODE	X(3)	Enter your agency identification code.
AGENCY NAME	X(30)	Enter the name of your agency.
FILE NAME	X(15)	Enter PURCHASE ORDER.
CREATION DATE	9(6)	Enter the date the file was created in MMDDYY format.
FILLER	X(808)	Enter spaces.

Batch Record – NOTE: This record should only be used with prior approval from the Comptroller's Office. If you are not to use this record, set all fields to spaces. If you are approved to use this record, use the following instructions.

Field Name	Format	Comment
PO-DOC-REC-TYPE	X(1)	Enter a B.
FILLER	X(1)	Enter a space.
PO-DOC-BAT-TRANS-CD	X(4)	Enter PO followed by two spaces.
PO-DOC-BAT-AGENCY	X(4)	Enter your agency number followed by a space if you entered a batch record. If you did not enter a batch record, set to spaces.
PO-DOC-BAT-NUMBER	X(6)	Enter your batch number from the corresponding batch record. If you did not enter a batch record, set to spaces.
PO-DOC-DOC-TRANS-CD	X(4)	Enter PO followed by two spaces.
PO-DOC-DOC-AGENCY	X(3)	Enter your agency number.
FILLER	X(1)	Enter a space.
PO-DOC-DOC-NUMBER	X(11)	The first byte should be the last character of the fiscal year. So if the year is 98, then enter an 8 as the first byte. Bytes 2-11 should be populated with your contract/obligation number.
FILLER	X(1)	Enter a space.
FILLER	X(2)	Set to spaces.
NET	9(12)V99	Enter the total amount of all contract/obligation transactions within this batch.
BATCH-NUMBER	X(6)	Enter the number assigned to this batch of transactions as defined by the Comptroller's Office.
BATCH-MONTH	X(2)	Set to spaces.
BATCH-DAY	X(2)	Set to spaces.
BATCH-YEAR	X(2)	Set to spaces.
BATCH-CTL-COUNT	X(4)	Enter the count of contract/obligation transactions within this batch. Left justify the number.
FILLER	X(802)	Set to spaces.

Field Name	Format	Comment
PO-DOC-REC-TYPE	X(1)	Enter a D.
FILLER	X(1)	Enter a space.
PO-DOC-BAT-TRANS-CD	X(4)	Enter PO followed by two spaces.
PO-DOC-BAT-AGENCY	X(4)	Enter your agency number followed by a space if you entered a batch record. If you did not enter a batch record, set to spaces.
PO-DOC-BAT-NUMBER	X(6)	Enter your batch number from the corresponding batch record. If you did not enter a batch record, set to spaces.
PO-DOC-DOC-TRANS-CD	X(4)	Enter PO followed by two spaces.
PO-DOC-DOC-AGENCY	X(3)	Enter your agency number.
FILLER	X(1)	Enter a space.
PO-DOC-DOC-NUMBER	X(11)	The first byte should be the last character of the fiscal year. So if the year is 98, then enter an 8 as the first byte. Bytes 2-11 should be populated with your contract/obligation number.
FILLER	X(1)	Enter a space.
TRANS-CODE	X(2)	PO
TRANS-NUMBER-AGENCY	X(3)	Enter your agency number.
TRANS-NUMBER-NUMBER	X(11)	The first byte should be the last character of the fiscal year. So if the year is 98, then enter an 8 as the first byte. Bytes 2-11 should be populated with your contract/obligation number.
RECORD-MONTH	X(2)	Set to spaces.
RECORD-DAY	X(2)	Set to spaces.
RECORD-YEAR	X(2)	Set to spaces.
FISC-MONTH	X(2)	Set to spaces except for pre-files. Enter an accounting month of 01for pre-files.
FISC-YEAR	X(2)	Set to spaces except for pre-files. Enter an accounting year of the new fiscal year for pre-files.
BUDGET-FY	X(2)	Fiscal Year of the Obligation.
DOCUMENT-ACTION	X(1)	E for Establishment M for Modification
TYPE-OF-ORDER	X(1)	Refer to the SAMS on-line table POTP for valid values.
DOCUMENT-DESCRIPTION	X(12)	Set to spaces.
VENDOR-CODE	X(11)	Enter your 9 digit vendor code and set positions 10 and 11 to spaces.
DOCUMENT-TOTAL	9(12)V99	Enter the document total.
VENDOR-NAME	X(30)	Enter the vendor name as specified in the SAMS Manual.
INTR-GOVT-IND	X(1)	Set to spaces.
SELLER-FUND	X(4)	Set to spaces.
SELLER-AGENCY	X(3)	Set to spaces.
FILLER	X(14)	Set to spaces.
VENDOR-NAME2	X(30)	Enter the vendor name line 2 as specified in the SAMS Manual.
VENDOR-ADD-LINE	X(30)	Enter the vendor address as specified in the SAMS Manual.
CITY	X(18)	Enter the vendor address as specified in the SAMS Manual.
STATE	X(2)	Enter the vendor address as specified in the SAMS Manual.
ZIP-CODE	X(10)	Enter the vendor address as specified in the SAMS Manual. Zip Code should be 5 digits followed by a dash

Field Name	Format	Comment
		followed by four digits.
LEGAL-STATUS	X(2)	Reference the SAMS Manual for valid values.
CURR-FY-CONTR-FM-YY	X(2)	Current Year Contract From Year
CURR-FY-CONTR-FM-MM	X(2)	Current Year Contract From Month
CURR-FY-CONTR-FM-DD	X(2)	Current Year Contract From Day
CURR-FY-CONTR-TO-YY	X(2)	Current Year Contract To Year
CURR-FY-CONTR-TO-MM	X(2)	Current Year Contract To Month
CURR-FY-CONTR-TO-DD	X(2)	Current Year Contract To Day
MULT-YR-CONTR-FM-YY	X(2)	Multiple Year Contract From Year
MULT-YR-CONTR-FM-MM	X(2)	Multiple Year Contract From Month
MULT-YR-CONTR-FM-DD	X(2)	Multiple Year Contract From Day
MULT-YR-CONTR-TO-YY	X(2)	Multiple Year Contract To Year
MULT-YR-CONTR-TO-MM	X(2)	Multiple Year Contract To Month
MULT-YR-CONTR-TO-DD	X(2)	Multiple Year Contract To Day
ANNUAL-CONTR-AMT	9(12)V99	Current Year Contract Amount
MAX-CONTR-AMT	9(12)V99	Total amount payable for the duration of this contract.
BFY-PLUS-1-AMOUNT	9(12)V99	Current Year + 1 Contract Amount
BFY-PLUS-2-AMOUNT	9(12)V99	Current Year + 2 Contract Amount
BFY-PLUS-3-AMOUNT	9(12)V99	Current Year + 3 Contract Amount
BFY-PLUS-4-AMOUNT	9(12)V99	Current Year + 4 Contract Amount
BFY-PLUS-5-AMOUNT	9(12)V99	Current Year + 5 Contract Amount
BFY-PLUS-6-AMOUNT	9(12)V99	Current Year + 6 Contract Amount
AWARD-CODE	X(1)	Reference Appendix 4 for valid values.
TRAVEL	X(1)	Y for Yes N for No
TRAVEL-AMT	9(12)V99	If travel = Y, enter the amount. If travel = N, enter spaces.
PAY-RATE	9(12)V99	Compensation Pay Rate
PER-TIME	X(2)	Unit of Time
CLASS-CODE	X(2)	Refer to the SAMS on-line table CLCD for valid values.
FIXED-PRICE-FLAG	X(1)	Y for Yes N for No
ADVANCE-PAYMENT	X(1)	Y for Yes N for No
FILLER	X(451)	Set to spaces.

Field Name	Format	Comment
PO-DOC-REC-TYPE	X(1)	Enter a L.
FILLER	X(1)	Enter a space.
PO-DOC-BAT-TRANS-CD	X(4)	Enter PO followed by two spaces.
PO-DOC-BAT-AGENCY	X(4)	Enter your agency number followed by a space if you entered a batch record. If you did not enter a batch record, set to spaces.
PO-DOC-BAT-NUMBER	X(6)	Enter your batch number from the corresponding batch record. If you did not enter a batch record, set to spaces.
PO-DOC-DOC-TRANS-CD	X(4)	Enter PO followed by two spaces.
PO-DOC-DOC-AGENCY	X(3)	Enter your agency number.
FILLER	X(1)	Enter a space.
PO-DOC-DOC-NUMBER	X(11)	The first byte should be the last character of the fiscal year. So if the year is 98, then enter an 8 as the first byte. Bytes 2-11 should be populated with your contract/obligation number.
FILLER	X(1)	Enter a space.
LINE-NO	X(2)	Enter 01 through 99 to identify record line.
REF-TRANS-NUMBER-AGY	X(3)	Set to spaces.
REF-TRANS-NUMBER-NUM	X(11)	Set to spaces.
FUND	X(4)	Enter the CUSAS fund number with a leading zero.
AGENCY	X(3)	Enter your agency code.
XORGANIZATION	X(4)	Enter the two digit CUSAS organization code followed by two spaces.
SUB-ORG	X(2)	Set to spaces.
ACTIVITY	X(4)	Set to spaces.
OBJECT	X(4)	Set to '9999'.
SUB-OBJECT	X(2)	Set to spaces.
JOB-NUMBER	X(8)	Set to spaces.
REPORTING-CATEGORY	X(4)	Set to spaces.
PUB-DATE-MONTH	X(2)	Procurement Bulletin date of publication/transaction date Month. (MM) Valid on line "01" only.
PUB-DATE-DAY	X(2)	Procurement Bulletin date of publication/transaction date Day. (DD) Valid on line "01" only.
PUB-DATE-YEAR	X(4)	Procurement Bulletin date of publication/transaction date Year. (CCYY) Valid on line "01" only.
REF-NUMBER	X(8)	Procurement Bulletin reference/solicitation number. Valid on line "01" only. Left justify.
SUBCONTRACTOR-UTIL	X(1)	Subcontractor Indicator. (Y/N) Valid on line "01" only.
SUBCONTRACTOR-DISCL	X(1)	Subcontractor Disclosed per 30 ILCS 500/35-40. (Y/N) Valid on line "01" only.
FILLER	X(11)	Comptroller Authorization Required. Set to spaces.
FILLER	X(1)	Comptroller Authorization Required. Set to spaces.
LINE-UNITS	X(7)	Set to spaces.
LINE-AMOUNT	9(12)V99	Enter the amount for this line.

Field Name	Format	Comment
LINE-ACTION	X(1)	Enter an I to increase or establish an amount and enter a D to decrease an amount.
APPR-UNIT	X(9)	This is the CUSAS major object, the sequence code and the type code. The 9th position should be set to a space.
XFUNCTION	X(4)	Set to spaces.
TEXT-FLAG	X(1)	Set to a 'Y' and enter your contract description in the text records.
FILLER	X(717)	Set to spaces.

Document Text Record – NOTE: You may have four text records for each Document Header Record.

Field Name	Format	Comment
PO-DOC-REC-TYPE	X(1)	Enter a X.
FILLER	X(1)	Enter a space.
PO-DOC-BAT-TRANS-CD	X(4)	Enter PO followed by two spaces.
PO-DOC-BAT-AGENCY	X(4)	Enter your agency number followed by a space if you entered a batch record. If you did not enter a batch record, set to spaces.
PO-DOC-BAT-NUMBER	X(6)	Enter your batch number from the corresponding batch record. If you did not enter a batch record, set to spaces.
PO-DOC-DOC-TRANS-CD	X(4)	Enter PO followed by two spaces.
PO-DOC-DOC-AGENCY	X(3)	Enter your agency number.
FILLER	X(1)	Enter a space.
PO-DOC-DOC-NUMBER	X(11)	The first byte should be the last character of the fiscal year. So if the year is 98, then enter an 8 as the first byte. Bytes 2-11 should be populated with your contract/obligation number.
FILLER	X(1)	Enter a space.
VENDOR-CODE	X(10)	Enter your 9 digit vendor code and set position 10 to spaces.
TRANS-CODE	X(2)	Enter PO.
PO-AGENCY	X(3)	Enter your agency number.
PO-TRANS-NUMBER	X(11)	The first byte should be the last character of the fiscal year. So if the year is 98, then enter an 8 as the first byte. Bytes 2-11 should be populated with your contract/obligation number.
PO-LINE-NUMBER	X(2)	Enter spaces.
PO-TEXT-LINE-NUMBER	X(3)	Sequentially number your four lines of description beginning with 001.
PO-TEXT-LINE	X(70)	Describe your contract/obligation.
FILLER	X(733)	Set to spaces.

Field Name	Format	Comment
RECORD IDENTIFIER	X(1)	Enter a T.
FILLER	9(4)	Enter spaces.
TRANSACTION AMT TOTAL	9(12)V99	Total obligated amount of all contract/obligation documents on this file.
TRANSACTION COUNT	9(12)	The count of records on this file.
FILLER	X(839)	Enter spaces.

Purpose

The Magnetic Tape Transmittal Control Slip (SCO-059 Attached) is used by State agencies in transmitting contract/obligation tapes and the accompanying hardcopy documents to the Comptroller.

Timing Requirements

The Magnetic Tape Transmittal Control Slip should be submitted with each contract/obligation tape.

Distribution

The Comptroller requires two copies of the form and they should accompany the contract/obligation tape along with a copy of the Agency Balance Report. The Comptroller will return one copy to the transmitting agency as verification of receipt of the magnetic tape.

Contents

The basic contents are the transmitting agency, reel number, tape identifier, description of tape contents, number of hardcopy documents and control totals.

A computer generated balance report in suitable format should accompany each contract/obligation tape sent to the Comptroller.

This report should show the contents of the File Header Record and the File Trailer Record in a labeled, clearly defined format.

By not specifying a particular format, it is hoped that each transmitting agency will be able to adapt one of its internal reports so that one report may satisfy the needs of both the Comptroller and the agency.

The following table lists the valid award code values.

Code	Description
1	Bids required
2	Exempt from bid
3	Exempt/bids obtained
4	Emergency Purchases
A	Competitive Sealed Bidding (30 ILCS 500/20-10)
B	Competitive Sealed Proposal (30 ILCS 500/20-15)
C	Small Purchases (30 ILCS 500/20-20)
D	Sole Source Procurements (30 ILCS 500/20-25)
E	Emergency Purchases (30 ILCS 500/20-30)
F	Construction-related Professional Services (30 ILCS 500/30-15)
G	Request for Information (30 ILCS 500/40-20)
H - L	*Method of Source Selection –* ***Reserved For Future Use***
M	Method of Source Selection – other (specify method on COD)
N	Exempt - other governments (30 ILCS 500/1-10(b)(1))
O	Exempt - grants (30 ILCS 500/1-10(b)(2))
P	Exempt - purchase of care (30 ILCS 500/1-10(b)(3))
Q	Exempt - hiring employees (30 ILCS 500/1-10(b)(4))
R	Exempt - collective bargaining contracts (30 ILCS 500/1-10(b)(5))
S	Exempt - purchase of real estate (30 ILCS 500/1-10(b)(6))
T	Exempt - legal services (30 ILCS 500/1-10(b)(7))
U - Y	*Exempt –* ***Reserved For Future Use***
Z	Exempt – other (specify exemption on COD)

Agencies under the jurisdiction of the Illinois Procurement Code that have new contracts/grants with beginning dates after June 30, 2007 must use the new codes **A** – **Z** in the award code field. Numeric codes will cause the transaction to reject.

Agencies under the jurisdiction of the Illinois Procurement Code with existing contracts/grants, including multiple year contracts/grants, with beginning dates prior to June 30, 2007, may use any award code (**1**- **4** or **A** – **Z**).

Agencies outside the jurisdiction of the Illinois Procurement Code, regardless of the beginning dates of the contracts/grants, may use any award code (**1**- **4** or **A** – **Z**).