



93RD GENERAL ASSEMBLY
State of Illinois
2003 and 2004

Introduced 02/05/04, by Gary Hannig

SYNOPSIS AS INTRODUCED:

30 ILCS 105/13.3

from Ch. 127, par. 149.3

Amends the State Finance Act. Provides that the Department of Revenue may maintain a petty cash fund not to exceed \$2,000 for each facility that accepts payment of taxes and fees, to be used solely for the purpose of making change, and provides that the funds may be kept on the premises of the facilities. Effective immediately.

LRB093 19791 BDD 45533 b

FISCAL NOTE ACT
MAY APPLY

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 agency
20 shall submit to the State Comptroller a survey of the need for
21 the fund. The survey shall also establish that sufficient
22 internal accounting controls exist. The Comptroller shall
23 investigate such need and if he determines that it exists and
24 that adequate accounting controls exist, shall approve the
25 establishment of the fund. The Comptroller shall have the power
26 to revoke any approval previously made under this Section.

27 Petty cash funds established under this Section shall be
28 operated and maintained on the imprest system and no fund shall
29 exceed \$1,000, except: (i) that the Secretary of State may
30 maintain a fund of not exceeding \$2,000 for each Chicago Motor
31 Vehicle Facility, each Springfield Public Service Facility,
32 and the Motor Vehicle Facilities in Champaign, Decatur, Marion,

1 Naperville, Peoria, Rockford, Granite City, Quincy, and
2 Carbondale, to be used solely for the purpose of making change;
3 and (ii) the Department of Revenue may maintain a fund not to
4 exceed \$2,000 for each facility that accepts payment of taxes
5 and fees, to be uses solely for the purpose of making change.

6 Except for purchases made by procurement card as provided in
7 subsection (b) of this Section, single transactions shall be
8 limited to amounts less than \$50, and all transactions
9 occurring in the fund shall be reported and accounted for as
10 may be provided in the uniform accounting system developed by
11 the State Comptroller and the rules and regulations
12 implementing that accounting system. All amounts in any such
13 fund of less than \$1,000 but over \$100 shall be kept in a
14 checking account in a bank, or savings and loan association or
15 trust company which is insured by the United States government
16 or any agency of the United States government, except that: (i)
17 in funds maintained in Chicago Motor Vehicle Facilities, each
18 Springfield Public Service Facility, and the Motor Vehicle
19 Facilities in Champaign, Decatur, Marion, Naperville, Peoria,
20 Rockford, Granite City, Quincy, and Carbondale, all amounts in
21 the fund may be retained on the premises of such facilities;
22 and (ii) in funds maintained by the Department of Revenue as
23 authorized by this paragraph solely for the purpose of making
24 change at facilities that accept payment of taxes or fees, all
25 amounts in the fund may be retained on the premises of the
26 facilities.

27 No bank or savings and loan association shall receive
28 public funds as permitted by this Section, unless it has
29 complied with the requirements established pursuant to Section
30 6 of "An Act relating to certain investments of public funds by
31 public agencies", approved July 23, 1943, as now or hereafter
32 amended.

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

36 Upon succession in the custodianship of any petty cash

1 fund, both the former and successor custodians shall sign a
2 statement, in triplicate, showing the exact status of the fund
3 at the time of the transfer. The original copy shall be kept on
4 file in the office wherein the fund exists, and each signer
5 shall be entitled to retain one copy.

6 (b) The Comptroller may provide by rule for the use of
7 purchasing cards by State agencies to pay for purchases that
8 otherwise may be paid out of the agency's petty cash fund. Any
9 rule adopted hereunder shall impose a single transaction limit,
10 which shall not be greater than \$500.

11 The rules of the Comptroller may include but shall not be
12 limited to:

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

15 (2) procedures for recording purchasing card
16 transactions within the State accounting system, which may
17 provide for summary reporting;

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

20 (4) standards for awarding contracts with a purchasing
21 card vendor to acquire purchasing cards for use by State
22 agencies; and

23 (5) procedures for the Comptroller to charge against
24 State agency appropriations for payment of purchasing card
25 expenditures without the use of the voucher and warrant
26 system.

27 (c) As used in this Section, "State agency" means any
28 department, officer, authority, public corporation,
29 quasi-public corporation, commission, board, institution,
30 State college or university, or other public agency created by
31 the State, other than units of local government and school
32 districts.

33 (Source: P.A. 90-33, eff. 6-27-97; 91-704, eff. 7-1-00.)

34 Section 99. Effective date. This Act takes effect upon
35 becoming law.