



## 98TH GENERAL ASSEMBLY

### State of Illinois

2013 and 2014

**HB4569**

by Rep. Robert W. Pritchard

#### SYNOPSIS AS INTRODUCED:

15 ILCS 405/17  
30 ILCS 105/13.3

from Ch. 15, par. 217  
from Ch. 127, par. 149.3

Amends the State Comptroller Act. Provides that the Office of the Comptroller shall define reporting requirements and thresholds to be used by State agencies in the Comptroller's Statewide Accounting Management System (SAMS) manual. Amends the State Finance Act. Provides that for purposes of petty cash funds, single transactions shall be limited to amounts less than \$100 (currently \$50). Effective immediately.

LRB098 17434 OMW 52534 b

FISCAL NOTE ACT  
MAY APPLY

A BILL FOR

1 AN ACT concerning State government.

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

4 Section 5. The State Comptroller Act is amended by changing  
5 Section 17 as follows:

6 (15 ILCS 405/17) (from Ch. 15, par. 217)

7 Sec. 17. Inventory control records. The comptroller shall  
8 maintain current inventory records of ~~all~~ property held by or  
9 on behalf of the State or any State agency, which may be copies  
10 of the official inventory control records maintained by State  
11 agencies or summaries thereof. The Office of the Comptroller  
12 shall define reporting requirements and thresholds to be used  
13 by State agencies in the Comptroller's Statewide Accounting  
14 Management System (SAMS) manual. The Department of Central  
15 Management Services and each other State agency so holding such  
16 property shall report to the comptroller, on forms prescribed  
17 by the comptroller, all property acquired or disposed of by  
18 that agency, in such detail and at such times as the  
19 comptroller requires, by rule, to maintain accurate, current  
20 inventory records. The Department of Central Management  
21 Services shall transmit to the comptroller a certified copy of  
22 all reports it may issue concerning State property, including  
23 its annual report.

1 (Source: P.A. 82-789.)

2 Section 10. The State Finance Act is amended by changing  
3 Section 13.3 as follows:

4 (30 ILCS 105/13.3) (from Ch. 127, par. 149.3)

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

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

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

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

1           Petty cash funds established under this Section shall be  
2           operated and maintained on the imprest system and no fund shall  
3           exceed \$1,000, except that the Department of Revenue may  
4           maintain a fund not exceeding \$2,000 for each Department of  
5           Revenue facility and the Secretary of State may maintain a fund  
6           of not exceeding \$2,000 for each Chicago Motor Vehicle  
7           Facility, each Springfield Public Service Facility, and the  
8           Motor Vehicle Facilities in Champaign, Decatur, Marion,  
9           Naperville, Peoria, Rockford, Granite City, Quincy, and  
10          Carbondale, to be used solely for the purpose of making change.  
11          Except for purchases made by procurement card as provided in  
12          subsection (b) of this Section, single transactions shall be  
13          limited to amounts less than \$100 ~~\$50~~, and all transactions  
14          occurring in the fund shall be reported and accounted for as  
15          may be provided in the uniform accounting system developed by  
16          the State Comptroller and the rules and regulations  
17          implementing that accounting system. All amounts in any such  
18          fund of less than \$1,000 but over \$100 shall be kept in a  
19          checking account in a bank, or savings and loan association or  
20          trust company which is insured by the United States government  
21          or any agency of the United States government, except that in  
22          funds maintained in each Department of Revenue Facility,  
23          Chicago Motor Vehicle Facilities, each Springfield Public  
24          Service Facility, and the Motor Vehicle Facilities in  
25          Champaign, Decatur, Marion, Naperville, Peoria, Rockford,  
26          Granite City, Quincy, and Carbondale, all amounts in the fund

1 may be retained on the premises of such facilities.

2 No bank or savings and loan association shall receive  
3 public funds as permitted by this Section, unless it has  
4 complied with the requirements established pursuant to Section  
5 6 of "An Act relating to certain investments of public funds by  
6 public agencies", approved July 23, 1943, as now or hereafter  
7 amended.

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

11 Upon succession in the custodianship of any petty cash  
12 fund, both the former and successor custodians shall sign a  
13 statement, in triplicate, showing the exact status of the fund  
14 at the time of the transfer. The original copy shall be kept on  
15 file in the office wherein the fund exists, and each signer  
16 shall be entitled to retain one copy.

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

22 The rules of the Comptroller may include but shall not be  
23 limited to:

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

26 (2) procedures for recording purchasing card

1 transactions within the State accounting system, which may  
2 provide for summary reporting;

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

5 (4) standards for awarding contracts with a purchasing  
6 card vendor to acquire purchasing cards for use by State  
7 agencies; and

8 (5) procedures for the Comptroller to charge against  
9 State agency appropriations for payment of purchasing card  
10 expenditures without the use of the voucher and warrant  
11 system.

12 (c) As used in this Section, "State agency" means any  
13 department, officer, authority, public corporation,  
14 quasi-public corporation, commission, board, institution,  
15 State college or university, or other public agency created by  
16 the State, other than units of local government and school  
17 districts.

18 (Source: P.A. 98-496, eff. 1-1-14.)

19 Section 99. Effective date. This Act takes effect upon  
20 becoming law.