

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.