



Illinois Department of Corrections

Administrative Directive

| | | |
|-----------------------------|-------------------------------------|--------------------------------|
| Number: 02.35.101 | Title: General Provisions | Effective: 12/1/2020 |
|-----------------------------|-------------------------------------|--------------------------------|

| | |
|-----------------------|---|
| Authorized by: | <i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director |
| Supersedes: | 02.35.101 effective 7/1/1998 |

| | |
|--|---|
| Authority: 730 ILCS 5/3-2-2 Statewide Accounting Management System (SAMS) | Related ACA Standards: 5-ACI-1B-01, 03, 07, 08, 12, 13, 14 |
| Referenced Policies: 02.35.103, 02.37.110 | Referenced Forms: C-10 – Travel Voucher C-13 – Invoice Voucher |

I. POLICY

Each facility shall prepare vouchers in accordance with the guidelines established in this subsection.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a procedure for processing vouchers through the automated Systems Applications and Products (SAP) accounting system.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions

Systems Applications and Products (SAP) – a cloud based solution designed to support and integrate almost every functional area of the following business processes: procurement of goods and services, finance, accounting and human resources that is utilized through the Enterprise Resource Planning (ERP) System platform.

F. General Provisions

1. The Division of Finance and Administration, Fiscal Operations Accounts Payable Unit shall develop and ensure implementation on all vouchering procedures.
2. The facility Business Office shall:
 - a. Comply with all vouchering procedures and maintain a file containing all support or back

| | | |
|----------------------|--|-------------------------|
| | Illinois Department of Corrections Administrative Directive | Page 2 of 2 |
| Number: 02.35.101 | Title: General Provisions | Effective: 12/1/2020 |

up material for a period of six years for review by internal and external audits.

- b. Ensure each Business Office employee who prepares vouchers has an updated copy of Sections 11 (Expenditure Authority), 15 (Obligations), and 17 (Pre-Audit and Commercial Vouchering) of the Statewide Accounting Management System (SAMS) Manual.
3. Effective January 1, 2020, SAP accounting system shall be used for voucher processing.
 4. Upon receipt of the approved purchase documents, the facility Business Office shall procure the goods or services and shall complete one of the following appropriate vouchers.
 - a. Invoice Voucher, C-13 (see Administrative Directive 02.35.103) shall be used for all requests including the acquisition of postage stamps or the resetting of postage meters, but shall not be used for Personal Services and Travel Vouchers.
 - b. Travel Voucher, C-10 (see Administrative Directive 02.37.110) shall be used by State employees and by wards or charges of the State to claim reimbursement for official business related travel expenses.

NOTE: During the designated lapse period (July and August), the proper fiscal year shall be stamped in the upper right hand corner of any voucher before being submitted to the Comptroller's Office.

G. Requirements

1. Vouchers shall be processed as follows:
 - a. Verify the input document for accuracy and completeness and obtain all necessary backup documentation.
 - b. Input payment in the SAP accounting system and submit into workflow.
 - c. Transaction shall be reviewed at facility and Level 1 approval is applied in SAP.
2. The Fiscal Operations Accounts Payable Unit shall:
 - a. Verify the completeness and appropriateness of the vouchers;
 - b. Apply Level 2 approval of the voucher in the SAP accounting system;
 - c. Obtain the Director's signature of approval; and
 - d. Forward the approved voucher or tape to the Comptroller for issuance of a warrant.
3. The Comptroller will mail warrants or issue an ACH payment to the vendor.