

ILLINOIS STATE POLICE DIRECTIVE ADM-114, VOUCHER PROCESSING STANDARDS

RESCINDS: ADM-114, 2016-032, revised 11-02-2016.	REVISED: 09-24-2021 2021-022
RELATED DOCUMENTS: Statewide Accounting Management System Manual	RELATED CALEA STANDARDS (6th Edition): None

I. POLICY

The Illinois State Police (ISP) will comply with voucher processing standards as set forth in the Comptroller's Statewide Accounting Management System (SAMS), guidelines established by the Governor's Travel Control Board and by other state and federal regulating agencies and department policies when completing vouchers.

II. RESPONSIBILITY

II.A. The ISP Office of Finance (OOF) will ensure department cost centers comply with established standards for the completion of the following forms and documents:

II.A.1. Travel Voucher, form C-10, available from the ISP Document Library

II.A.2. Invoice payments submitted electronically via Systems, Applications and Products (SAP)

II.B. Employees are responsible for the accuracy of vouchers they complete. Any fraudulent representation is cause for disciplinary or legal action.

III. PROCEDURES

The OOF will provide the following resources to cost center fiscal personnel to assist with invoice payment preparation:

III.A. The SAMS Procedures Manual is available on the Comptroller website at <https://illinoiscomptroller.gov/agencies/sams/sams-manual/>.

III.B. The Governor's Travel Control Board Travel Guide for State Employees is available on the CMS website at <https://www2.illinois.gov/cms/Employees/travel/Pages/default.aspx>.

III.C. The OOF voucher preparation manuals are available on the OOF website at <https://isp.portal.illinois.gov/directors%20office/Finance/acts/isptrainingaids/SitePages/Home.aspx>.

III.D. The OOF website home page link is <https://isp.portal.illinois.gov/directors%20office/Finance/SitePages/Home.aspx>.

| Indicates new or revised items.

-End of Directive-