LEGISLATIVE AUDIT COMMISSION
622 Stratton Building
Springfield, IL 62706

Department or Agency:

Date Submitted: Prepared By:

Report Due: (Check One) Telephone:

[ ] January 15 [ ] July 15

The State Finance Act (30-ILCS 105/12 –3)
Each State agency shall file reports for all of its officers and employees for whom official headquarters have been designated at any location other than that at which their official duties require them to spend the largest part of their working time. The reports shall be filed with the Legislative Audit Commission no later than each July 15 for the period from January 1 through June 30 of that year and no later than each January 15 for the period from July 1 through December 31 of the preceding year. The report shall list, for each such officer or employee, the place designated as his or her official headquarters and the reason for that designation. If an agency has more than one facility or institution, the report shall indicate on its face to which facility or institution the data pertain. Agencies with no officers or employees in this status shall file negative reports.

TA – 2 Revised 1/08

Count	Employee's Name	Social Security # (Last four digits only.) XXX-XX-####	Place Where Majority Of Working Time is Spent	Official Headquarters	Reason for Headquarters

Due to sensitive material please do not Email.