**Section 900.20 Definitions**

Except as otherwise defined in Section 900.130, the following definitions shall be used in interpreting these rules:

"Act" shall be defined as: the State Prompt Payment Act [30 ILCS 540].

"Agency Head" shall be defined as: those persons given authority to approve payments for the various State officials and agencies as specified in the Act and Section 10 of the State Finance Act [30 ILCS 105/10].

"Bill" shall be defined as: the Vendor's standard bill or invoice for goods or services. For purposes of this Part, bill shall include a State employee's travel voucher submitted when the State employee has paid for the travel and will be reimbursed by the State.

"DCMS" shall be defined as: the Department of Central Management Services.

"Date of Approval of the Vendor's Bill" shall be defined as: the date on which the Agency Head or designee signs the voucher requesting the Comptroller's Office to pay the bill. For agencies whose computer systems automatically record an approval date as a voucher is prepared, the "Date of Approval" shall be defined as the approval date recorded by the computer system.

"Date of Payment" shall be defined as: the date of issuance of the payment by the Comptroller's office.

"Goods and Services" and "Goods or Services" shall be defined as: items of merchandise, supplies, raw materials, finished goods and duty, duties or labor rendered by one or more persons to a State official or agency for monetary or other consideration.

"Month" shall be defined as: any 30-day period.

"Proper Bill" shall be defined as: a bill or invoice containing sufficient and correct information necessary to process the payment for a liability of a State agency as provided in this Part, the Comptroller's Statewide Accounting Management System (SAMS) manual, or as otherwise specified by the State agency responsible for payment.

"Vendor" shall be defined as: seller of goods or services. For purposes of this Part, Vendor shall include State employees who submit a travel voucher for reimbursement to the employees for travel.

(Source: Amended at 26 Ill. Reg. 14666, effective September 19, 2002)