**Section 900.30 General** **Duties of State Agencies**

a) It is the duty and responsibility of each State agency to develop and implement internal procedures that will permit full compliance with the provisions of the Act, this Part and the Comptroller's SAMS manual.

b) All State agencies must maintain written or electronic records reflecting the date or dates on which:

1) the Goods were received and accepted or the Services were rendered;

2) the Proper Bill was received by the State agency;

3) approval for payment of a bill was given by the Agency;

4) a Vendor bill was disapproved, in whole or in part, based upon a defect or what the State agency believes to be a defeat; and

5) the payment was issued by the Comptroller's Office.

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