**Section 900.80 Submission and Receipt of Bills**

a) A bill submitted, lacking sufficient and/or correct information required by the State agency to process the bill, lacking taxpayer identification number, or to an address or person other than one designated in written instructions from the State shall not be considered a Proper Bill until it is completed, additional information provided, or it reaches the proper address or person.

b) A bill submitted lacking the Vendor's federal taxpayer identification number shall not be considered a Proper Bill until the Vendor provides the taxpayer identification number or a completed Internal Revenue Service Form W-9 or Form 147C certifying that the Vendor's taxpayer identification number has been applied for but not received and that the Vendor is not subject to backup withholding due to underreporting.

c) A bill received prior to acceptance of Goods or Services by the State shall be considered a Proper Bill no earlier than the date of acceptance. Acceptance means the date on which the State, to the best of its ability at that time, determines contract requirements have been met. Acceptance for late payment calculation shall not be used by any Vendor to show acceptance of the Goods or Services for any other purpose.

d) A bill received after acceptance of Goods or Services may be considered a Proper Bill no earlier than the date of receipt of the bill.

e) A Vendor may submit bills for future performance, such as to make lease or installment purchase payments, in advance of scheduled due dates, but such bills for purposes of this Part shall not be considered received by the State any earlier than when the future performance by the vendor begins.

f) When the parties do not contemplate submission of a physical bill to the State, such as to make scheduled payments per the terms of a contract, the date of final receipt or acceptance, whichever is later, of the Goods or Services shall be considered the date of the bill.

g) State employees who are reimbursed by the State for their travel may receive late payment interest in accordance with this Part.

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