**Section 653.300 Quarterly Reports/Requisitions for Advance Payment**

a) Thirty calendar days before the end of a current quarter, the participant may file, on a form prescribed by the Department, the Quarterly Financial Report request for advance payment of estimated eligible operating expenses and revenues for the next quarter. This report shall contain a description of and amounts of estimated revenues and expenses and any other information required by the Department.

b) The earliest date that requisitions for payments based on estimates may be processed by the Department are detailed in this subsection (b); however, no payments will be made until the State's annual budget has been passed and grant contracts are fully executed by both the Department and the participant and filed with the Office of the Comptroller.

1) June 1 – for the 1st quarter (July, Aug., Sept.)

2) Sept. 1 – for the 2nd quarter (Oct., Nov., Dec.)

3) Dec. 1 – for the 3rd quarter (Jan., Feb., Mar.)

4) March 1 – for the 4th quarter (Apr., May, June)

(See Section 2-7(b) of the Act.)

(Source: Amended at 34 Ill. Reg. 13142, effective August 24, 2010)