

**ILLINOIS STATE POLICE DIRECTIVE
ADM-114, VOUCHER PROCESSING STANDARDS**

RESCINDS: ADM-114, 2012-046, revised 07-10-2012.	REVISED: 11-02-2016 2016-032
RELATED DOCUMENTS: Statewide Accounting Management System Manual	RELATED CALEA STANDARDS: None

I. POLICY

The Illinois State Police (ISP) will comply with voucher processing standards as set forth in the Comptroller's Statewide Accounting Management System (SAMS), guidelines established by the Governor's Travel Control Board and by other state and federal regulating agencies and department policies when completing vouchers.

II. RESPONSIBILITY

II.A. The Public Safety Shared Services Center (PSSSC) will ensure department cost centers comply with established standards for completion of the following forms:

II.A.1. Travel Voucher, form C-10 (this form is available from the ISP Document Library at <http://maphome/documentlibrary/>)

II.A.2. Invoice Voucher, form C-13 (this form is available from the ISP Document Library at <http://maphome/documentlibrary/>)

II.A.3. Commercial Voucher, form ISP13, generated through the Cost Center On-line Invoice Network System (COINS)

II.B. Employees are responsible for the accuracy of vouchers they have completed. Any fraudulent representation will be sufficient cause for disciplinary or legal action.

III. PROCEDURES

| The Division of Administration, Fiscal Management Bureau (FMB), will provide the following resources to cost center fiscal personnel to assist with voucher preparation:

| III.A. The SAMS Procedures Manual (available on the Fiscal website at <http://home.statepolice.il/ofb/>)

III.B. The Governor's Travel Control Board Travel Guide for State Employees (available on the Fiscal website at <http://home.statepolice.il/ofb/>)

| III.C. The FMB voucher preparation manuals (available on the Fiscal website at <http://home.statepolice.il/ofb/>)

III.D. The Fiscal website (<http://home.statepolice.il/ofb/>)

| Indicates new or revised items.

-End of Directive-