



## Illinois Commission on Equity and Inclusion

Alexandria Wilson, Acting Executive Director  
100 West Randolph Street, Suite 14-300  
Chicago, IL 60601

September 6<sup>th</sup>, 2023

State Purchasing Officers and BEP Liaisons,

The Business Enterprise Program for Minorities, Females, and Persons with Disabilities Act (referred to as the Act) requires the Business Enterprise Program (BEP) Council to file an Annual Expenditure and Service Category Report with the Governor's Office and the General Assembly. The Annual Expenditure Report details achievement levels by each Illinois Agency, Public Institution of Higher Education, and Community College toward the BEP aspirational goal specified by the Act. The attached reporting templates and instructions will assist you in the completion of the Annual Expenditure Report. Your expenditure reporting requirements for Fiscal Year 2023 are due back to the Business Enterprise Program by **November 30<sup>th</sup>, 2023**.

After completion of your Annual Expenditure Report, if your institution's FY 2023 BEP Compliance Plan goal was not achieved, include a detailed explanation why the goal was not met within the required reporting narrative. Your signed ***FY 2023 Annual Expenditure and Service Category Report*** will be submitted to the BEP Council, Governor's Office, and General Assembly for review.

With an imposed statutory reporting deadline, your prompt response is appreciated and expected. The deadline does not permit for an extension for the filing of your report. If you have any questions, please do not hesitate to contact your assigned BEP Compliance Officer.

Cordially,

A handwritten signature in black ink that reads "Jacob Perez".

Jacob Perez  
BEP Deputy Director

Contact us at

Commission On Equity and Inclusion: 312 814-1054 | Business Enterprise Program: 312 814-4190