



State of Illinois Commission on Equity and Inclusion
Business Enterprise Program
100 W. Randolph St., Suite 4-100, Chicago, IL 60601
312-814-4190
www.cei.illinois.gov

October 24th, 2022

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 2022 are due back to the Business Enterprise Program by **November 30th, 2022**.

After completion of your Annual Expenditure Report, if your institution's FY 2022 BEP Compliance Plan goal was not achieved, provide a detailed narrative of explanation why the goal was not met. Your signed ***FY 2022 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,

Harry Reinhard

Harry Reinhard
Compliance Manager
CEI/Business Enterprise Program