

State of Colorado



Bill Owens
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Jeffrey M. Wells
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Paul Farley
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Richard Pennington
Division Director

Leslie M. Shenefelt
State Controller

DPA

Department of Personnel
& Administration

Division of Finance and Procurement
State Controller's Office
1525 Sherman St., Suite 250
Denver, Colorado 80203
Phone (303) 866-3281
Fax (303) 866-4233
www.colorado.gov/dpa

Alert #161

TO: Controllers and Chief Fiscal Officers of State Departments
 And Higher Education Institutions and Boards

FROM: Leslie M. Shenefelt 
 State Controller

DATE: September 16, 2005

SUBJECT: The Division of Finance and Procurement (DFP) and State Controller's
 Office (SCO) Move

Scheduled Move Date, address, telephone/fax numbers and e-mail addresses:

DFP/SCO will be moving to our new location on Friday, September 23, 2005. As of Monday, September 26, 2005, DFP/SCO will be located at 633 17th Street, Suite 1500 (15th Floor). The official address for DFP/SCO is:

Department of Personnel & Administration
Division of Finance and Procurement
Office of the State Controller
633 17th Street, Suite 1500
Denver, CO 80202

The new main telephone number for DFP is 303-866-3700. The new main telephone number for SCO is 303-866-6200. All individual telephone numbers for staff, fax numbers and e-mail addresses will remain the same.

Office Closure:

DFP/SCO will be closed on Friday, September 23, 2005 at 12:00 Noon. The office will be open at the new location at 8:00 a.m., on Monday, September 26, 2005.

Mail/Red Bag Time Changes:

The mail delivery/pick-up times at SCO are scheduled from 9:00 am-10:00 am and 2:00 pm-3:00 pm. Mail, including red bags, picked-up at SCO in the morning should be delivered to Denver metro area agencies the afternoon of the same day. Mail picked-up at SCO in the afternoon should be delivered to Denver metro area agencies the next morning. All agencies that would like to continue to pick up warrants may do so at the reception desk at 633 17th Street, 15th Floor between the hours of 8:00 am – 5:00 pm. There will be no “lock boxes” available for warrants, they will be available through the reception desk. If an agency requires a special pick-up/delivery time for warrants, it will be the agencies responsibility to contact Don Thordsen, Dispatch Supervisor, for Integrated Document Factory (IDF) to schedule a special Red Bag service run. Don Thordsen’s telephone number is 303-866-3231.

Mail bins, for all agencies to receive/distribute mail, will be available in our Distribution Center. The Distribution Center is located just left of the 15th floor receptionist. In order to access this area, you will need to check in with the receptionist between the hours of 8:00 am-5:00 pm. The door to the Distribution Center is locked at all times so you will need to be “buzzed” in.

Building Access:

You can access the building by using the North (18th Street), South (17th Street Plaza) or West (California Street) entrances. You will need to use the south elevator in order to reach the 15th floor.

Parking

There are a number of parking lots and parking meters in the vicinity of 633 17th Street. There is also a covered parking garage located across the street just North of the building (18th and California). The parking garage provides both 1 and 2-hour visitor parking spaces. The fee to park in the garage is \$2.00 for 30 minutes with a maximum fee of \$12.00. The other surface lots and garages located in the vicinity (California and Welton with cross streets of 17th, 18th and 19th) offer a wide range of parking rates. You can find a listing of additional parking locations at http://www.downtowndenver.com/transportation/parking/all_lots.asp?submarket=17th/Office. A limited number of loading dock space is available. Please check with the SCO office administrative staff at 303-866-6200 for instructions before utilizing the loading dock spaces.

Thank you for your understanding and patience. This will be a stressful and tumultuous time for the SCO staff and our customers.