



**COLORADO**

Department of Personnel  
& Administration

1525 Sherman Street, Denver, CO 80203, Ph 303-866-6200, Fax 303-866-3569

## **Accounts Receivable Extension Request Form Instructions**

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1. Complete the form.
2. Submit the form to [DPA\\_FARmailbox@state.co.us](mailto:DPA_FARmailbox@state.co.us) for approval.
3. If approved by the Office of the State Controller (OSC), a copy of the signed form will be emailed by OSC to the individual who submitted the request.