



COLORADO

Department of Personnel
& Administration

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Budget Transfer Request Form Instructions

1. Complete the form and include the document ID from step two.
2. Create the associated BGA document in CORE. Keep the document in draft status and do not submit.
3. Obtain the Executive Director's signature.
4. Submit the form to DPA_FARmailbox@state.co.us for approval.
5. If approved by the Office of the State Controller (OSC) and the Office of State Planning and Budgeting (OSPB), a copy of the signed form will be emailed by OSC to the individual who submitted the request.
6. Attach the signed form to the draft BGA document in CORE and submit.
7. After department approval, the BGA document will route to the OSC for final approval.

Note: A new form should be completed for each incremental increase/decrease to an initial transfer, i.e., the initial request is not to be revised; instead a form must be completed for the next incremental transfer amount.