



COLORADO

Department of Personnel
& Administration

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

Loan and Advance Application and Quick Renewal Form Instructions

1. Complete the form.
2. Obtain the Controller's and Executive Director's signature.
3. Submit the form, and cash flow projection if required, to DPA_FARmailbox@state.co.us for approval. The OSC will forward to the appropriate parties for approval.
4. If approved by the Office of the State Controller (OSC), Governor (Loans only), and State Treasurer, a copy of the signed form will be emailed by OSC to the individual who submitted the request.

Note: Loans and advances are authorized for the entire fiscal year, rather than a specified period of time within the fiscal year.