



**COLORADO**

Department of Personnel  
& Administration

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

## **Overexpenditure 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](mailto: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.