



COLORADO

Department of Personnel
& Administration

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Rollforward Request Form Instructions

1. Complete the form.
2. Create a zero dollar (\$0) BGA document in CORE.
 - a. Attach the signed form.
 - b. In the “House Bill Number” field on the BGA document, enter the department rollforward number contained on the form. For example, AAAA-2015-1.
3. The BGA document will route to the Department and the Office of the State Controller (OSC) for approval.
4. If approved by the OSC, create a new BGA document with the approved dollar amount.
 - a. In the “House Bill Number” field on the BGA document, enter the same number in step 2 a. above. This number will tie the zero and approved dollar BGA documents for reporting and tracking purposes.
 - b. Attach the signed form.
 - c. Attach the BQ90LV3 or BQ91LV3 screen shot.
5. If denied, the OSC Consultant will notify the Department regarding the reason.