

**COLORADO DEPARTMENT OF TRANSPORTATION**

**CENTRAL SERVICE MAIL PROCESSING REQUEST AND RECEIPT**

**Requestor** - complete part one, indicate your section/orgn (cost center) in part two and keep the canary copy for your records.  
**Central Services Personnel** - follow instructions in part one, then complete and return part two.

**PART ONE**

**To: Central Service Mail Processing Section**

Requestor name	Date
Subject:	Number of items
Instructions:  <input type="checkbox"/> fold <input type="checkbox"/> label <input type="checkbox"/> insert <input type="checkbox"/> insert with payroll advises  <input type="checkbox"/> mail by: (date)_____ <input type="checkbox"/> mail ASAP  <input type="checkbox"/> other:	

**PART TWO**

**Return to: Colorado Department of Transportation**

<input type="checkbox"/> Transportation Safety	- Account # (280000400)
<input type="checkbox"/> Public and Intergovernmental Relations	- Account # (280000200)
<input type="checkbox"/> Payroll	- Account # (280002500)
<input type="checkbox"/> Bid Plans	- Account # (280000240)
<input type="checkbox"/> Other _____	- Account # (280000      )
Requestor name	Date mailed
Subject:	Number of items
Comments:	