

# APPLICATION FOR EXEMPTION FROM AUDIT

## SHORT FORM

IF EITHER REVENUES OR EXPENDITURES EXCEED \$100,000, USE THE LONG FORM.

Under the Local Government Audit Law (Section 29-1-601, et seq., C.R.S.) any local government may apply for an exemption from audit if neither revenues nor expenditures exceed \$750,000 in the year.

### EXEMPTIONS FROM AUDIT ARE NOT AUTOMATIC

To qualify for exemption from audit, a local government must complete an Application for Exemption from Audit EACH YEAR and submit it to the Office of the State Auditor (OSA).

Any preparer of an Application for Exemption from Audit-SHORT FORM must be a person skilled in governmental accounting.

Approval for an exemption from audit is granted only upon the review by the OSA.

### READ ALL INSTRUCTIONS BEFORE COMPLETING AND SUBMITTING THIS FORM

ALL APPLICATIONS MUST BE FILED WITH THE OSA WITHIN 3 MONTHS AFTER THE ACCOUNTING YEAR-END.

FOR EXAMPLE, APPLICATIONS MUST BE RECEIVED BY THE OSA ON OR BEFORE MARCH 31 FOR GOVERNMENTS WITH A DECEMBER 31 YEAR-END. APPLICATIONS FOR EXEMPTION FROM AUDIT ARE NOT ELIGIBLE FOR AN EXTENSION OF TIME

GOVERNMENTAL ACTIVITY SHOULD BE REPORTED ON THE MODIFIED ACCRUAL BASIS  
PROPRIETARY ACTIVITY SHOULD BE REPORTED ON A BUDGETARY BASIS

POSTMARK DATES WILL NOT BE ACCEPTED AS PROOF OF SUBMISSION ON OR BEFORE THE STATUTORY DEADLINE

PRIOR YEAR FORMS ARE OBSOLETE AND WILL NOT BE ACCEPTED.

APPLICATIONS SUBMITTED ON FORMS OTHER THAN THOSE PRESCRIBED BY THE OSA WILL NOT BE ACCEPTED.

APPLICATIONS MUST BE FULLY AND ACCURATELY COMPLETED.

FOR YOUR REFERENCE, COLORADO REVISED STATUTES CAN BE FOUND AT:

<http://www.lexisnexis.com/hottopics/Colorado/>

## CHECKLIST

- Has the preparer signed the application?
- Has the entity corrected all Prior Year Deficiencies as communicated by the OSA?
- Has the application been PERSONALLY reviewed and approved by the governing body?
- Did you include any relevant explanations for unusual items in the appropriate spaces at the end of each section?
- Will this application be submitted electronically?
  - If yes, have you read and understand the new Electronic Signature Policy? See [Click Here](#) new policy ->
  - or--
  - If yes, have you included a resolution?
  - Does the resolution state that the governing body PERSONALLY reviewed and approved the resolution in an open public meeting?
  - Has the resolution been signed by a MAJORITY of the governing body? (See sample resolution.)
- Will this application be submitted via a mail service? (e.g. US Post Office, FedEx, UPS, courier.)
- If yes, does the application include ORIGINAL INK SIGNATURES from the MAJORITY of the governing body?

Checkout our web portal. Register your account and submit electronic Applications for Exemption From Audit, Extension of Time to File requests, Audited Financial Statements, and more! See the link below.

[Click here to go to the portal](#)

## FILING METHODS

Register and submit your Applications at our web portal! For faster processing the web portal is the preferred method for submission

**WEB PORTAL:** <https://apps.leg.co.gov/osa/lg>

**MAIL:** Office of the State Auditor  
Local Government Audit Division  
1525 Sherman St., 7th Floor  
Denver, CO 80203

*Please Note: The OSA's email addresses have changed as of December 1, 2023. Please ensure you are using the email address noted below.*

**QUESTIONS?** Email: [osa.lg@coleg.gov](mailto:osa.lg@coleg.gov) OR Phone: 303-869-3000

## IMPORTANT!

All Applications for Exemption from Audit are subject to review and approval by the Office of the State Auditor.

Governmental Activity should be reported on the Modified Accrual Basis

Proprietary Activity should be reported on the Cash or Budgetary Basis

Failure to file an application or denial of the request could cause the local government to lose its exemption from audit for that year and the ensuing year.

In that event, AN AUDIT SHALL BE REQUIRED.

# APPLICATION FOR EXEMPTION FROM AUDIT

## SHORT FORM

**NAME OF GOVERNMENT  
ADDRESS**

**Colorado Energy Research Authority**  
**430 N. College Avenue**  
**Fort Collins, CO 80524**

**For the Year Ended  
12/31/23  
or fiscal year ended:**

**CONTACT PERSON  
PHONE  
EMAIL**

**Anja Richmond**  
**970-491-8082**  
[anja.richmond@coloradocollaboratory.org](mailto:anja.richmond@coloradocollaboratory.org)

## PART 1 - CERTIFICATION OF PREPARER

I certify that I am skilled in governmental accounting and that the information in the application is complete and accurate, to the best of my knowledge.

**NAME:**  
**TITLE**  
**FIRM NAME (if applicable)**  
**ADDRESS**  
**PHONE**

Evan Blaisdell  
 Compliance and Financial Reporting Manager  
 University of Colorado Boulder, on behalf of Colorado Energy Research Authority  
 3100 Marine St. UCB 579, Boulder, CO 80309  
 303-492-1872

<b>PREPARER</b> <small>(SIGNATURE REQUIRED)</small>	<b>DATE PREPARED</b>
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DocuSigned by:  <small>C515D2020E404BD...</small>	8/27/2024
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Please indicate whether the following financial information is recorded using Governmental or Proprietary fund types	<b>GOVERNMENTAL</b> <small>(MODIFIED ACCRUAL BASIS)</small>	<b>PROPRIETARY</b> <small>(CASH OR BUDGETARY BASIS)</small>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## PART 2 - REVENUE

REVENUE: All revenues for all funds must be reflected in this section, including proceeds from the sale of the government's land, building, and equipment, and proceeds from debt or lease transactions. Financial information will not include fund equity information.

Line#	Description	Round to nearest Dollar	Please use this space to provide any necessary explanations
2-1	Taxes: <b>Property</b> (report mills levied in Question 10-6)	\$ -	Please use this space to provide any necessary explanations
2-2	<b>Specific ownership</b>	\$ -	
2-3	<b>Sales and use</b>	\$ -	
2-4	<b>Other (specify):</b>	\$ -	
2-5	Licenses and permits	\$ -	
2-6	Intergovernmental: <b>Grants</b>	\$ -	
2-7	<b>Conservation Trust Funds (Lottery)</b>	\$ -	
2-8	<b>Highway Users Tax Funds (HUTF)</b>	\$ -	
2-9	<b>Other (specify):</b>	\$ -	
2-10	Charges for services	\$ -	
2-11	Fines and forfeits	\$ -	
2-12	Special assessments	\$ -	
2-13	Investment income	\$ -	
2-14	Charges for utility services	\$ -	
2-15	Debt proceeds (should agree with line 4-4, column 2)	\$ -	
2-16	Lease proceeds	\$ -	
2-17	Developer Advances received (should agree with line 4-4)	\$ -	
2-18	Proceeds from sale of capital assets	\$ -	
2-19	Fire and police pension	\$ -	
2-20	Donations	\$ -	
2-21	Other (specify):	\$ -	
2-22		\$ -	
2-23		\$ -	
2-24	(add lines 2-1 through 2-23) <b>TOTAL REVENUE</b>	\$ -	

## PART 3 - EXPENDITURES/EXPENSES

EXPENDITURES: All expenditures for all funds must be reflected in this section, including the purchase of capital assets and principal and interest payments on long-term debt. Financial information will not include fund equity information.

Line#	Description	Round to nearest Dollar	Please use this space to provide any necessary explanations
3-1	Administrative	\$ -	Please use this space to provide any necessary explanations
3-2	Salaries	\$ -	
3-3	Payroll taxes	\$ -	
3-4	Contract services	\$ -	
3-5	Employee benefits	\$ -	
3-6	Insurance	\$ -	
3-7	Accounting and legal fees	\$ -	
3-8	Repair and maintenance	\$ -	
3-9	Supplies	\$ -	
3-10	Utilities and telephone	\$ -	
3-11	Fire/Police	\$ -	
3-12	Streets and highways	\$ -	
3-13	Public health	\$ -	
3-14	Capital outlay	\$ -	
3-15	Utility operations	\$ -	
3-16	Culture and recreation	\$ -	
3-17	Debt service principal (should agree with Part 4)	\$ -	
3-18	Debt service interest	\$ -	
3-19	Repayment of Developer Advance Principal (should agree with line 4-4)	\$ -	
3-20	Repayment of Developer Advance Interest	\$ -	
3-21	Contribution to pension plan (should agree to line 7-2)	\$ -	
3-22	Contribution to Fire & Police Pension Assoc. (should agree to line 7-2)	\$ -	
3-23	Other (specify):	\$ -	
3-24		\$ -	
3-25		\$ -	
3-26	(add lines 3-1 through 3-24) <b>TOTAL EXPENDITURES/EXPENSES</b>	\$ -	

If TOTAL REVENUE (Line 2-24) or TOTAL EXPENDITURES (Line 3-26) are GREATER than \$100,000 - **STOP**. You may not use this form. Please use the "Application for Exemption from Audit - LONG FORM".

## PART 4 - DEBT OUTSTANDING, ISSUED, AND RETIRED

Please answer the following questions by marking the appropriate boxes.

	Yes	No
4-1 Does the entity have outstanding debt? If Yes, please attach a copy of the entity's Debt Repayment Schedule.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4-2 Is the debt repayment schedule attached? If no, <b>MUST</b> explain below: <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">N/A</div>	<input type="checkbox"/>	<input type="checkbox"/>
4-3 Is the entity current in its debt service payments? If no, <b>MUST</b> explain below: <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">N/A</div>	<input type="checkbox"/>	<input type="checkbox"/>
4-4 Please complete the following debt schedule, if applicable: (please only include principal amounts)(enter all amount as positive numbers)	Outstanding at end of prior year*	Issued during year
General obligation bonds	\$ -	\$ -
Revenue bonds	\$ -	\$ -
Notes/Loans	\$ -	\$ -
Lease & SBITA** Liabilities [GASB 87 & 96]	\$ -	\$ -
Developer Advances	\$ -	\$ -
Other (specify):	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>

\*\*Subscription Based Information Technology Arrangements

\*Must agree to prior year-end balance

Please answer the following questions by marking the appropriate boxes.

	Yes	No
4-5 Does the entity have any authorized, but unissued, debt? If yes: How much? <div style="border: 1px solid black; display: inline-block; padding: 2px;">\$ -</div>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Date the debt was authorized: <div style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></div>		
4-6 Does the entity intend to issue debt within the next calendar year? If yes: How much? <div style="border: 1px solid black; display: inline-block; padding: 2px;">\$ -</div>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4-7 Does the entity have debt that has been refinanced that it is still responsible for? If yes: What is the amount outstanding? <div style="border: 1px solid black; display: inline-block; padding: 2px;">\$ -</div>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4-8 Does the entity have any lease agreements? If yes: What is being leased? <div style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></div>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
What is the original date of the lease? <div style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></div>		
Number of years of lease? <div style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></div>		
Is the lease subject to annual appropriation? What are the annual lease payments? <div style="border: 1px solid black; display: inline-block; padding: 2px;">\$ -</div>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Part 4 - Please use this space to provide any explanations/comments or attach separate documentation, if needed

## PART 5 - CASH AND INVESTMENTS

Please provide the entity's cash deposit and investment balances.

	Amount	Total
5-1 YEAR-END Total of ALL Checking and Savings Accounts	\$ -	
5-2 Certificates of deposit	\$ -	
<b>Total Cash Deposits</b>		\$ -
Investments (if investment is a mutual fund, please list underlying investments):		
	\$ -	
	\$ -	
5-3	\$ -	
	\$ -	
<b>Total Investments</b>		\$ -
<b>Total Cash and Investments</b>		\$ -

Please answer the following questions by marking in the appropriate boxes

	Yes	No	N/A
5-4 Are the entity's Investments legal in accordance with Section 24-75-601, et. seq., C.R.S.?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5-5 Are the entity's deposits in an eligible (Public Deposit Protection Act) public depository (Section 11-10.5-101, et seq. C.R.S.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If no, MUST use this space to provide any explanations:

## PART 6 - CAPITAL AND RIGHT-TO-USE ASSETS

Please answer the following questions by marking in the appropriate boxes.

Yes                      No

- 6-1 Does the entity have capital assets?  Yes       No
- 6-2 Has the entity performed an annual inventory of capital assets in accordance with Section 29-1-506, C.R.S.? If no, **MUST** explain:  Yes       No

Complete the following capital & right-to-use assets table:	Balance - beginning of the year*	Additions (Must be included in Part 3)	Deletions	Year-End Balance
Land	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -	\$ -
Machinery and equipment	\$ -	\$ -	\$ -	\$ -
Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ -	\$ -	\$ -	\$ -
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Leased & SBITA Right-to-Use Assets	\$ -	\$ -	\$ -	\$ -
Other (explain):	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation/Amortization (Please enter a negative, or credit, balance)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*must tie to prior year ending balance

**Part 6 - Please use this space to provide any explanations/comments or attach documentation, if needed:**

## PART 7 - PENSION INFORMATION

Please answer the following questions by marking in the appropriate boxes.

Yes                      No

- 7-1 Does the entity have an "old hire" firefighters' pension plan?  Yes       No
- 7-2 Does the entity have a volunteer firefighters' pension plan?  Yes       No
- If yes: Who administers the plan?

Indicate the contributions from:

Tax (property, SO, sales, etc.):	\$ -
State contribution amount:	\$ -
Other (gifts, donations, etc.):	\$ -
<b>TOTAL</b>	<b>\$ -</b>

What is the monthly benefit paid for 20 years of service per retiree as of Jan 1?

\$ -
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**Part 7 - Please use this space to provide any explanations or comments:**

## PART 8 - BUDGET INFORMATION

Please answer the following questions by marking in the appropriate boxes.

Yes                      No                      N/A

- 8-1 Did the entity file a budget with the Department of Local Affairs for the current year in accordance with Section 29-1-113 C.R.S.? If no, **MUST** explain:  Yes       No       N/A
- 
- 8-2 Did the entity pass an appropriations resolution, in accordance with Section 29-1-108 C.R.S.? If no, **MUST** explain:  Yes       No       N/A

If yes: Please indicate the amount budgeted for each fund for the year reported:

Governmental/Proprietary Fund Name	Total Appropriations By Fund

## PART 9 - TAXPAYER'S BILL OF RIGHTS (TABOR)

Please answer the following question by marking in the appropriate box

Yes

No

**9-1** Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, Section 20(5)]?



Note: An election to exempt the government from the spending limitations of TABOR does not exempt the government from the 3 percent emergency reserve requirement. All governments should determine if they meet this requirement of TABOR.

**If no, MUST explain:**

## PART 10 - GENERAL INFORMATION

Please answer the following questions by marking in the appropriate boxes.

Yes

No

**10-1** Is this application for a newly formed governmental entity?



If yes: Date of formation:

**10-2** Has the entity changed its name in the past or current year?



If yes: Please list the NEW name & PRIOR name:

**10-3** Is the entity a metropolitan district?



Please indicate what services the entity provides:

**10-4** Does the entity have an agreement with another government to provide services?



If yes: List the name of the other governmental entity and the services provided:

**10-5** Has the district filed a *Title 32, Article 1 Special District Notice of Inactive Status* during



If yes: Date Filed:

**10-6** Does the entity have a certified Mill Levy?



If yes: Please provide the following mills levied for the year reported (do not report \$ amounts):

Bond Redemption mills	-
General/Other mills	-
Total mills	-

	-
	-
	-

Yes

No

N/A

**10-7** NEW 2023! If the entity is a Title 32 Special District formed on or after 7/1/2000, has the entity filed its preceding year annual report with the State Auditor as required under SB 21-262 [Section 32-1-207 C.R.S.]? If NO, please explain.





**Please use this space to provide any additional explanations or comments not previously included:**



## PART 11 - GOVERNING BODY APPROVAL

	Please answer the following question by marking in the appropriate box	YES	NO
12-1	If you plan to submit this form electronically, have you read the new Electronic Signature Policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# Office of the State Auditor — Local Government Division - Exemption Form Electronic Signatures Policy and Procedure

### Policy - Requirements

The Office of the State Auditor Local Government Audit Division may accept an electronic submission of an application for exemption from audit that includes governing board signatures obtained through a program such as Docusign or Echosign. Required elements and safeguards are as follows:

- The preparer of the application is responsible for obtaining board signatures that comply with the requirement in Section 29-1-604 (3), C.R.S., that states the application shall be personally reviewed, approved, and signed by a majority of the members of the governing body.
- The application must be accompanied by the signature history document created by the electronic signature software. The signature history document must show when the document was created and when the document was emailed to the various parties, and include the dates the individual board members signed the document. The signature history must also show the individuals' email addresses and IP address.
- Office of the State Auditor staff will not coordinate obtaining signatures.

**The application for exemption from audit form created by our office includes a section for governing body approval. Local governing boards note their approval and submit the application through one of the following three methods:**

- 1) Submit the application in hard copy via the US Mail including original signatures.
- 2) Submit the application electronically via email and either,
  - a. Include a copy of an adopted resolution that documents formal approval by the Board, **or**
  - b. Include electronic signatures obtained through a software program such as Docusign or Echosign in accordance with the requirements noted above.

<b>Print the names of ALL members of current governing body below.</b>		<b>A MAJORITY of the members of the governing body must sign below.</b>
<b>Board Member 1</b>	Print Board Member's Name  Dr. Justin Schwartz	I <u>Justin Schwartz</u> , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed <u>Justin Schwartz</u> <small>F3C9428C87DC41C...</small> Date: <u>8/30/2024</u> My term Expires: <u>N/A</u>
<b>Board Member 2</b>	Print Board Member's Name  Todd Haggerty	I <u>Todd Haggerty</u> , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed <u>Todd Haggerty</u> <small>98FBAB6DC8A64A4...</small> Date: <u>8/28/2024</u> My term Expires: <u>N/A</u>
<b>Board Member 3</b>	Print Board Member's Name	I _____, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
<b>Board Member 4</b>	Print Board Member's Name	I _____, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
<b>Board Member 5</b>	Print Board Member's Name	I _____, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
<b>Board Member 6</b>	Print Board Member's Name	I _____, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
<b>Board Member 7</b>	Print Board Member's Name	I _____, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____

**Certificate Of Completion**

Envelope Id: EFD3E27B128F4BD0BF215FF9198AB209	Status: Completed
Subject: Complete with DocuSign: Colorado Energy Research Collaboratory, Annual Audit	
OnbaseDocType:	
Source Envelope:	
Document Pages: 11	Signatures: 3
Certificate Pages: 5	Initials: 4
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Kailey Tynes
Time Zone: (UTC-07:00) Mountain Time (US & Canada)	3100 Marine St Ste 48157
	Boulder, CO 80303
	kailey.tynes@colorado.edu
	IP Address: 209.131.236.47


**Record Tracking**

Status: Original	Holder: Kailey Tynes	Location: DocuSign
8/27/2024 5:30:35 PM	kailey.tynes@colorado.edu	

**Signer Events**

Signer Events	Signature	Timestamp
Evan Blaisdell evan.blaisdell@colorado.edu Compliance and Financial Reporting Manager Security Level: Email, Account Authentication (None)	 <p>DocuSigned by: Evan Blaisdell CS15D2626E404BD...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 98.38.105.11</p>	<p>Sent: 8/27/2024 5:36:19 PM Viewed: 8/27/2024 9:43:36 PM Signed: 8/27/2024 9:44:02 PM</p>

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Julie Defalco julie.defalco@colorado.edu AVC - Controller Security Level: Email, Account Authentication (None)	 <p>Signature Adoption: Pre-selected Style Using IP Address: 24.9.97.144</p>	<p>Sent: 8/27/2024 9:44:04 PM Viewed: 8/28/2024 8:13:22 AM Signed: 8/28/2024 8:14:16 AM</p>
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
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Todd Haggerty todd.haggerty@colorado.edu CFO and Vice Chancellor for Finance and Business Strategy Security Level: Email, Account Authentication (None)	 <p>DocuSigned by: Todd Haggerty 98FBAB8DC8A64A4...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 128.138.65.168</p>	<p>Sent: 8/28/2024 8:14:18 AM Viewed: 8/28/2024 11:40:57 AM Signed: 8/28/2024 11:41:03 AM</p>
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

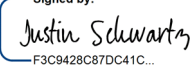
Patrick T. O'Rourke patrick.orourke@colorado.edu Chief Operating Officer University of Colorado Boulder Security Level: Email, Account Authentication (None)	 <p>Signature Adoption: Pre-selected Style Using IP Address: 128.138.65.135</p>	<p>Sent: 8/28/2024 11:41:05 AM Viewed: 8/28/2024 11:44:35 AM Signed: 8/29/2024 3:33:22 PM</p>
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Signer Events	Signature	Timestamp
Catherine Shea catherine.shea@colorado.edu Senior Associate Vice Chancellor University of Colorado Boulder Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 128.138.65.84	Sent: 8/29/2024 3:33:24 PM Viewed: 8/29/2024 5:39:08 PM Signed: 8/30/2024 1:37:01 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Justin Schwartz  
 chancellor.schwartz@colorado.edu  
 Chancellor  
 Security Level: Email, Account Authentication (None)

Signed by:  
  
 F3C9428C87DC41C...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 128.138.65.222

Sent: 8/30/2024 1:37:04 PM  
 Viewed: 8/30/2024 1:51:15 PM  
 Signed: 8/30/2024 1:51:29 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 8/30/2024 1:51:15 PM  
 ID: 6307993b-7c2d-4b29-bbb7-a263191679be

In Person Signer Events	Signature	Timestamp
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>

Carbon Copy Events	Status	Timestamp
Noah Judson noah.judson@colorado.edu Special Assistant, Finance and Business Strategy University of Colorado Boulder Security Level: Email, Account Authentication (None)	COPIED	Sent: 8/28/2024 8:14:18 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

EVC COO  
 EVC-COO@colorado.edu  
 Security Level: Email, Account Authentication (None)

COPIED

Sent: 8/28/2024 11:41:06 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 3/9/2023 8:37:22 AM  
 ID: d25039cb-7fd2-4f8f-bed4-35792b7122d7

Evan Blaisdel  
 evan.blaisdell@colorado.edu  
 Compliance and Financial Reporting Manager  
 Security Level: Email, Account Authentication (None)

COPIED

Sent: 8/30/2024 1:51:31 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**Carbon Copy Events****Status****Timestamp**

Janet Ianni

jaia7718@colorado.edu

Security Level: Email, Account Authentication  
(None)**COPIED**

Sent: 8/30/2024 1:51:31 PM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

8/27/2024 5:36:19 PM

Certified Delivered

Security Checked

8/30/2024 1:51:15 PM

Signing Complete

Security Checked

8/30/2024 1:51:29 PM

Completed

Security Checked

8/30/2024 1:51:31 PM

**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**

## CONSENT TO CONDUCT BUSINESS ELECTRONICALLY

The decision whether to do business electronically with the University of Colorado is yours. When you select the "I agree" checkbox and "Continue" button below, you consent to allow the University to conduct business electronically including having communications provided or made available to you in electronic form and entering into Agreements and Transactions using electronic records and signatures. Your consent is valid until you revoke your consent as provided for below. Categories of records to be provided electronically may include:

- Registration Documents: including but not limited to FERPA Release Requests, Graduation Applications, Ordering Official Transcripts, Release of Information to Third Parties and Student Verification Request Forms.
  - Admission Documents: including but not limited to Applications for Admission and Admissions Offer and Acceptance.
  - Financial Aid Documents: including but not limited to Accepting/Declining Financial Aid Awards and Authorizations to Hold, Release, or Return Funds, including Title IV funds.
  - Student Accounts Documents: including but not limited to Student Account Payment Plans, Authorization of COF, Viewing Student Account Balances, View and Pay Tuition Bill, Waive Health Insurance, Authorization to use Federal Title IV Financial Aid Funds for non-allowable charges, eSign Short Term University Loan, eSign Federal Perkins Promissory Notes and Disclosures and Direct Deposit.
  - Faculty/Staff Documents: including but not limited to Offer Letters, Appointment to Graduate Faculty, Purchasing Requests, Additional Pay Requests, New Hire Forms, Counseling Intake Forms and Travel Reimbursements.
  - Miscellaneous Documents: including but not limited to receipt of consumer information about the University and any disclosure, consent, waiver, release, notice or payment reminder that would normally be delivered in writing that may be required by law or regulation.
1. In order to conduct business electronically with the University of Colorado, you must use a computer with a supported operating system and internet browser, sufficient electronic storage capacity on the computer's hard drive or other data storage unit, a printer that is capable of printing from the browser and email software. Follow this link for more details: [Hardware and Software Requirements](#).
  2. Only the appropriate individual who has been authorized to enter this DocuSign session using the DocuSign Email Address Authentication Method may conduct business on this site. Any other use is unlawful and is considered a violation of the University's Acceptable Use of CU-Boulder's IT Resources Policy.
  3. You must keep your DocuSign contact information up-to-date. If you have an active University of Colorado DocuSign account and need to update your name, address, or email address, send an email to [help@colorado.edu](mailto:help@colorado.edu).
  4. The University of Colorado reserves the right to provide records in paper format at any time. By consenting to electronically conduct business, however, you agree that the University of Colorado is not required to provide you with records in paper format. If you want to retain a paper copy of any records provided electronically, you should print a copy from the computer within 30 days after such documents are sent to you.
  5. You may withdraw your consent to electronically conduct business at any time. However, if you withdraw consent, any Agreements or Transactions between you and the University

of Colorado during the period after your consent to do business electronically, and before your withdrawal of consent, will be valid and binding on all parties. If you withdraw consent, transactions may take longer to process.

6. Withdrawing consent to electronically conduct business applies only to the DocuSign agreement or transaction under review and does not automatically withdraw consent for other agreements or transactions requiring electronic signature between you and the University of Colorado.
7. You can withdraw consent by declining to sign a document from within your DocuSign session by selecting Other Actions and Decline to Sign. If you decline to sign the document, contact the individual or department initiating the transaction.
8. If you do not agree with any of these items, you should Decline to Sign the transaction, exit the DocuSign website and contact the individual or department initiating the transaction.
9. To comply with the federal Higher Education Act, the University of Colorado must provide certain information about the university to enrolled students. Follow this link to review the university's consumer information: [Consumer Information about the University](#)

BY CLICKING ON THE I AGREE CHECKBOX AND CONTINUE BUTTON, YOU ACKNOWLEDGE THAT YOU HAVE READ THE INFORMATION ABOUT CONDUCTING BUSINESS WITH THE UNIVERSITY USING ELECTRONIC METHODS, YOU CAN ACCESS, READ AND PRINT THIS CONSENT TO CONDUCT BUSINESS ELECTRONICALLY AND YOU HAVE EITHER CONSULTED WITH OR HAD SUFFICIENT OPPORTUNITY TO CONSULT WITH ADVISORS OF YOUR CHOICE ON THE MEANING AND IMPLICATIONS OF THIS CONSENT. YOU AGREE THAT THE UNIVERSITY MAY PROVIDE YOU WITH THE ABOVE-LISTED CATEGORIES OF RECORDS IN ELECTRONIC FORMAT AND YOU CONSENT TO ELECTRONICALLY ENTER INTO TRANSACTIONS RELATED TO THOSE RECORDS.