**Section 700.20 Request**

a) Any state agency subject to the provisions of Section 2(a) of "An Act in relation to the payment and disposition of moneys received by officers and employees by virtue of their office or employment", or Section 34 of "An Act in relation to state finance", may request an extension of the time period stated in these Sections for the payment of funds into the State treasury or to the State Treasurer.

b) The request shall be signed by the agency head or his designee and shall be sent to the State Treasurer and the State Comptroller.

c) The request for extension shall contain:

1) The new time period requested;

2) The type of funds to be subject to the extension;

3) The reasons for the extension, including the locations at which the funds are received;

4) Such documentation as the agency shall deem appropriate to support the request.