

California Department of Education

Audits & Investigations Division

# Exhibit C: Extension Request Form

**Contractor:**

**Vendor No.**

**Fiscal Year End:**

In accordance with *Title 5, California Code of Regulations*, Section 18073, we are requesting a **one-time-only, 30-calendar-day extension** of time to file the required child development audit report. It was beyond the fault and control of the contractor to submit the audit by the due date for the following reason:

**Requested by:**

**Requestor Title:**

**Phone Number:**

**Return Response to (email):**

Send request by mail **or** email to:

California Department of Education  
Audit Report Review Unit  
1430 N Street, Suite 5319  
Sacramento, California 95814  
Email:  
[AuditSubmissions@cde.ca.gov](mailto:AuditSubmissions@cde.ca.gov)

and/or

California Department of Social  
Services  
Office of Audit Services  
744 P Street, Mailbox 9-13-04  
Sacramento, CA 95814  
Email:  
[AuditsOffice@dss.ca.gov](mailto:AuditsOffice@dss.ca.gov)

For Use by CDE/CDSS Only:

**Extension is Granted to the New Due Date of**

**Extension is Denied Because:**

Contractor is on conditional contract status

No extension is granted for a request made after 4:00 PM on the day prior to the due date

A second extension is not allowed

By: