

Form 3
Request for Payment (RFP) Signature Card

A. ACEDP Control #: 790-0 _____

B. Grantee name and address:

C. I certify that the signatures below are of the individuals authorized to request ACEDP grant funds, and that (*select the appropriate option below*):

- Only one signature is required to sign Requests for Payment.
 Two signatures are required to sign and countersign Requests for Payment.

D. Signature of Chief Executive Officer: _____

Typed name: _____ Date: _____

E. Signatures of individuals authorized to sign Requests for Payment:

1. Signature: _____

Typed name: _____

2. Signature: _____

Typed name: _____

3. Signature: _____

Typed name: _____

4. Signature: _____

Typed name: _____

F. Arkansas Economic Development Commission Approval: Grants Manager: _____ Date: _____
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Form 3- I
Instructions for Completing the
Request for Payment Signature Card

- A. The Control Number (beginning 790-) can be found at the top of the first page of the grant agreement.
- B. Type the name and permanent address, including the zip code of the Grantee.
- C. Indicate whether one or two signatures are required on the RFP/ER and check the appropriate box. In some cases, State law and/or the Arkansas Economic Development Commission may require two signatures.
- D. Enter the date and signature of the individual certifying the signatures of those persons authorized to sign Requests for Payment. This certifying individual must be the chief executive officer of the Grantee.
- E. These lines are for the typed names and signatures of individuals who are authorized to sign the Grantee's Requests for Payment forms and certifications on required reports. While only one signature is required on each RFP, it is a **good idea** to have three or four people authorized to sign. Individuals authorized to sign the RFP form **cannot** sign checks disbursing account funds.

None of the signatures appearing on the Signature Card may be that of a private contractor. At least one of the signatures must be that of the Grantee's elected official or employee covered by the Grantee's blanket bond.

- F. This section is for the Arkansas Economic Development Commission use only and certifies that the form has been properly submitted and is approved.

After cards have been completed by the Grantee, two originals must be returned to the Arkansas Economic Development Commission. One copy must be retained by the Grantee for their files.