ACH Exemption Approval Request

For Agency Systems

An ACH exemption is only permitted after it has been determined in writing that a unique situation requires the State to pay through a method other than ACH.

Complete all sections of this *ACH Exemption Approval Request* form. Email the completed form to the Office of State Procurement review mailbox at [osp.review@arkansas.gov](mailto:osp.review@arkansas.gov) to ensure timely review.

**Agency Requesting an Exemption**

Requesting Department: Choose an item.

Requesting Division: Click here to enter text. Contact: Click here to enter text.

Phone Number: Click here to enter text. Email: Click here to enter text.

**Describe the system that needs an exemption.**

Click here to enter text.

**Explain why the system needs an exemption from the required ACH payment method.**

Click here to enter text.

**To Be Completed by the Office of State Procurement**

Approved: The requestor has submitted an acceptable rationale to justify the request.

Denied: The requestor has not submitted an acceptable rationale to justify the request.

**Comments**

Click here to enter text.

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**Approver’s Signature**

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**Date**