ACH Exemption Approval Request

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.

**Vendor Requesting an Exemption**

Requesting Vendor: Click here to enter text.

Contact Name: Click here to enter text.

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

**General Information**

Description of Service/Commodity Provided: Click here to enter text.

**Explain why you need 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approver’s Signature**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**