

A-3: AUTHORIZED SIGNATURE FORM

AUTHORIZED SIGNATURE FORM

for the

LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Authorized Signatures for Requests for Payment	
Name/Address of Grantee Organization <div style="text-align: right;">(1)</div>	Contract Number <div style="text-align: right;">(2)</div>
SIGNATURES OF INDIVIDUALS AUTHORIZED TO DRAW ON THE CITED CONTRACT FUNDS	
ANY TWO SIGNATURES REQUIRED TO SIGN OR COUNTERSIGN	
Typed Name and Signature <div style="text-align: right;">(3)</div>	Typed Name and Signature <div style="text-align: right;">(4)</div>
Typed Name and Signature <div style="text-align: right;">(5)</div>	Typed Name and Signature <div style="text-align: right;">(6)</div>
I CERTIFY THAT THE SIGNATURES ABOVE ARE OF THE INDIVIDUALS AUTHORIZED TO DRAW PAYMENT VOUCHERS FOR THE CITED CONTRACT FUNDS <div style="text-align: right;">(7)</div>	APPROVED <hr/> <div style="text-align: right;">(8)</div> Date and Signature of Certifying Officer
Date and Signature of Certifying Officer	

— IMPORTANT — NO ERASURES OR CORRECTIONS MAY APPEAR ON THIS FORM

INSTRUCTIONS FOR AUTHORIZED SIGNATURE FORM

Line

- 1 Insert name and address including zip code of the City/Parish receiving funds.
- 2 Leave blank, State staff will insert contract number here.
- 3-6 These blocks are for the typed name and signature of individuals who are authorized to sign the Community’s Request for Payments. Two signatures are required on each request, it is a good idea to have three or four people authorized to sign. Remember also that the individual who certifies the signatures on line 7 may not be one of the authorized persons on lines 3 through 6.
- 7 Signature and Date of Individual certifying the signatures in lines 3 through 6. This is normally the Chief Executive Officer (Mayor or President of the Police Jury). If, however, the Mayor wishes to sign the Requests for Payment, he/she would sign once in lines 3 through 6 and somebody else can certify the signatures in line 7. If someone other than the Chief Executive Officer certifies the signatures in line 7, this form must be accompanied by a resolution of the governing body authorizing him/her to certify the signatures.
- 8 Leave Blank