

**ARKANSAS DEPARTMENT OF PARKS AND TOURISM
REGIONAL TOURIST ASSOCIATIONS
REQUEST FOR PAYMENT
CHECKLIST**

Submit this completed form along with Form RFP 1 for each completed project. If any item is checked "No" call 501-682-5240 before submitting a request for payment.

Y N n/a

- Has each item been paid by ONE-THIRD (1/3)?
- Is an INVOICE attached for each item?
- Are photocopies of *front and back* of REGIONAL TOURIST ASSOCIATION'S CHECK or copy of CASHIER'S CHECK attached?

For ads, brochures, or printed items:

- Is copy of each item enclosed?
- Is the following statement on the item in 8 point type?
"This ad is paid for with a combination of state funds and private regional association funds."

For billboards / outdoor boards:

- Is a photo of billboard attached?

For radio and television advertising:

If purchased through an advertising agency:

- Is the agency invoice attached?

If NOT purchased through an advertising agency:

- Is a copy of the script or a CD/DVD attached?
- Is the following statement on the ad?
"This ad is paid for with a combination of state funds and private regional association funds."
- Is an affidavit of performance attached?
- Does the affidavit of performance have a notary's seal AND signature, and the signature of the station manager?

For travel reimbursement:

- Is Form RFP 4 (Travel Expense Reimbursement) completed and attached?
- Are receipts attached?
- Are photocopies of *front and back* of REGIONAL TOURIST ASSOCIATION'S CHECK reimbursing the traveler attached?