

City of Columbus, Ohio

Contractor Signature Authorization

Project Number:
Project Name:
Contractor:

I, _____ (Print Name), _____ (Print Title) (Must be an Officer of the Prime Contractor's Company),

do hereby authorize

_____ (Print Name), _____ (Print Title) with authority to sign his/her name to all Contractor Progress Payment Certification documents pertaining to this project.

This authorization shall remain in effect for the duration of this project, or until revoked.

Contractor signature
(Officer)

Title

Date

Contractor signature
(Project Representative)

Title

Date

Instructions:

Project Number: Show the project number on the contract.
Project Name: Show the project name as it appears on the signed contract.
Contractor: Show the prime Contractor's full company name, as denoted in the signed contract.

The first sentence should denote the printed or typed Name and Title of the Contractor's principle management authority and be an officer of the Company, and should be the person who signs contracts.

The second sentence should denote the printed or typed Name and Title of the Contractor's project representative who will have direct personal knowledge of the daily operation on the project.

The Contractor personnel will provide signatures on the third and fourth lines.

Only the duly authorized Contractor personnel are approved to sign the progress payment and final certifications.