

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Pittman Law Group
 Control No.: Ac No. 2015-45 Invoice No.: 2016-322
 Invoice Date: 11/1/16 Payment Amount: \$ 5,000.00
 Project Supervisor/Responsible Official: Annetta Jenkins / Darlene Hatcher

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed ?	<i>[Signature]</i>
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope ?	<i>[Signature]</i>
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received ?	<i>[Signature]</i>
<input checked="" type="checkbox"/> If final payment, have all deliverables been received ?	<i>[Signature]</i>
<input checked="" type="checkbox"/> Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis ?	<i>[Signature]</i>
<input type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	<i>[Signature]</i>
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	<i>[Signature]</i>

The invoice and supporting documentation have been reviewed and it is approved for payment.

[Signature]
 Approving Authority

Date: 1-4-2017

Payment approved by the Board of Commissioners by Motion No. 2015-45 or the Consent Agenda, at its meeting on 12-9-15. (If applicable)

PITTMAN LAW GROUP, P.L.
Wilhelmina Square
1028 East Park Avenue
Tallahassee, Florida 32301

Invoice

Date	Invoice #
11/1/2016	2016-322

Bill To
Riviera Beach CRA Attn: Annetta Jenkins

Due Date	Due Upon Receipt
11/30/2016	

Item	Description	Amount
Professional Services	Governmental Consulting for November 2016	5,000.00
Total		\$5,000.00

www.pittman-law.com

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