Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: Florida Court Reporting

Control No.: Res. No. 2015-33 Invoice No.: 171697

Invoice Date: 4/5/17 Payment Amount: $ 762.00

Project Supervisor/Responsible Official: Darlene Hatcher

		Reviewed/Approved by
☑	Project "scope of work and deliverables" reviewed ?	DH
☑	Payment support documentation appropriate based on work scope ?	DH
☑	Deliverables due with this invoice have been received ?	DH
☐	If final payment, have all deliverables been received ?	N/A
☑	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 ?	DH
☐	Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	N/A
☐	The nature of work being performed is within the scope of the CRA plan.	N/A
☐	Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	

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

Approving Authority

Date: April 7, 2017

PROCESSED
APR 11 2017

☐ Payment approved by the Board of Commissioners by Motion No. ____ or the Consent Agenda, at its meeting on _____. (If applicable)

Entered 4-7-17

INVOICE

Florida Court Reporting
2161 Palm Beach Lakes Blvd.
Suite 302
West Palm Beach FL 33409
Phone:561-689-0999 Fax:

Invoice No.	Invoice Date	Job No.
171697	4/5/2017	123029
Job Date	**Case No.**	
3/29/2017		
Case Name		
Riviera Beach Community Redevelopment Agency		
Payment Terms		
Due upon receipt		

Scott Evans, Executive Director
Riviera Beach Community Redevelopment Agency
2001 Broadway
Suite 300
Riviera Beach FL 33404

Original transcript of:

3-29-17 CRA meeting

127.00 Pages	@	6.00	762.00
TOTAL DUE >>>			**$762.00**

We appreciate your business!

Past due balance in excess of 30 days shall bear interest at the maximum rate allowable by law. Client agrees to pay all costs of collection, including attorney's fees.

Tax ID: 65-0466508

Phone: 561-844-3408 Fax:561-881-8043

Please detach bottom portion and return with payment.

Scott Evans, Executive Director
Riviera Beach Community Redevelopment Agency
2001 Broadway
Suite 300
Riviera Beach FL 33404

Job No. : 123029 BU ID : WPB
Case No. :
Case Name : Riviera Beach Community Redevelopment Agency
Invoice No. : 171697 Invoice Date : 4/5/2017
Total Due : $762.00

PAYMENT WITH CREDIT CARD

Cardholder's Name:
Card Number:
Exp. Date: Phone#:
Billing Address:
Zip: Card Security Code:
Amount to Charge:
Cardholder's Signature:
Email:

Remit To: **Florida Court Reporting**
2161 Palm Beach Lakes Blvd.
Suite 302
West Palm Beach FL 33409