

Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: Florida Court Reporting

Control No.: Res. No 2015-33 Invoice No.: 172714

Invoice Date: 7.16.17 Payment Amount: \$ 606.00

Project Supervisor/Responsible Official: Dartene Hatcher

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

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


Approving Authority

Date: 8-2-17

Payment approved by the Board of Commissioners by Motion No. 2015-33 or the Consent Agenda, at its meeting on 9-9-15. (If applicable)

entered 7-21-17
5

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.
172714	7/16/2017	124163
Job Date	Case No.	
7/12/2017		
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:				
7-12-17 CRA Budget Workshop	49.00	Pages	@	6.00
				294.00
Original transcript of:				
7-12-17 CRA Regular Meeting	52.00	Pages	@	6.00
				312.00
TOTAL DUE >>>				\$606.00
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.				
(-) Payments/Credits:				0.00
(+) Finance Charges/Debits:				0.00
(=) New Balance:				606.00

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. : 124163 BU ID : WPB
 Case No. :
 Case Name : Riviera Beach Community Redevelopment Agency
 Invoice No. : 172714 Invoice Date : 7/16/2017
 Total Due : \$606.00

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

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:		_____