

# Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Florida Court Reporting

Control No.: Resolution No. 2017-22      Invoice No.: 174761

Invoice Date: February 1, 2018      Payment Amount: \$720.00

Project Supervisor/Responsible Official: Darlene Hatcher

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

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

  
 \_\_\_\_\_  
 Approving Authority

Date: Feb 15, 2018

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

# INVOICE

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

<b>Invoice No.</b>	<b>Invoice Date</b>	<b>Job No.</b>
174761	2/1/2018	125988
<b>Job Date</b>	<b>Case No.</b>	
1/24/2018		
<b>Case Name</b>		
Riviera Beach Community Redevelopment Agency		
<b>Payment Terms</b>		
Due upon receipt		

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

Original transcript of:

1-24-18 CRA Meeting

120.00 Pages @ 6.00 720.00

**TOTAL DUE >>> \$720.00**

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. : 125988 BU ID : WPB  
 Case No. :  
 Case Name : Riviera Beach Community Redevelopment Agency  
 Invoice No. : 174761 Invoice Date : 2/1/2018  
**Total Due : \$720.00**

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

<b>PAYMENT WITH CREDIT CARD</b>		  
Cardholder's Name: _____		
Card Number: _____		
Exp. Date: _____	Phone#: _____	
Billing Address: _____		
Zip: _____	Card Security Code: _____	
Amount to Charge: _____		
Cardholder's Signature: _____		
Email: _____		