

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: FLORIDA COURT REPORTING

Control No.: Resolution No. 2017-22 Invoice No.: 175699

Invoice Date: May 4, 2018 Payment Amount: \$372.00

Project Supervisor/Responsible Official: DARLENE HATCHER

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

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



Approving Authority

Date: 5/04/2018

Payment approved by the Board of Commissioners by:

Motion No. 2017-22

or the Consent Agenda, at its meeting on 10-25-17. (If applicable)

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.
175699	5/4/2018	126989
Job Date	Case No.	
4/25/2018		
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

Transcript of CRA Meeting	38.00	Pages	@	6.00	228.00
Transcript of CRA Workshop	24.00	Pages	@	6.00	144.00
TOTAL DUE >>>					\$372.00

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. : 126989 BU ID : WPB
 Case No. :
 Case Name : Riviera Beach Community Redevelopment Agency
 Invoice No. : 175699 Invoice Date : 5/4/2018
Total Due : \$372.00

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: _____		