

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Torcivia, Donlon, Goddeau & Ansay, P.S.

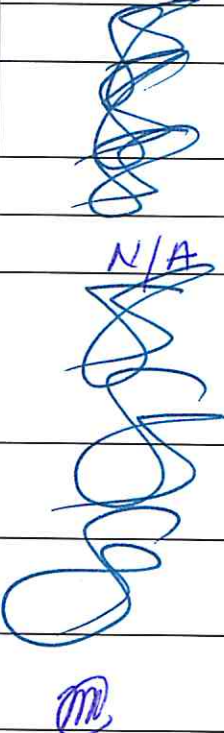
Control No.: _____

Invoice No.: 16051

Invoice Date: June 5, 2018

Payment Amount: \$50.00

Project Supervisor/Responsible Official: Michael Haygood

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?	
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope?	
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received?	
<input type="checkbox"/> If final payment, have all deliverables been received?	
<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?	
<input checked="" 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.	
<input checked="" type="checkbox"/> 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: 6/6/2018

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

**TORCIVIA, DONLON,
GODDEAU & ANSAY, P.A.**

701 Northpoint Parkway, Suite 209
West Palm Beach, Florida 33407

Riviera Beach Community Redevelopment Agency
2001 Broadway, Suite 300
Riviera Beach, FL 33404
Attn: Darlene Hatcher

561-686-8700
561-686-8764 fax
www.torcivialaw.com

June 05, 2018

In Reference To: *General Employment Matters*

Federal Tax ID 65-0195026

Invoice # 16051

Professional Services

	<u>Hours</u>	<u>Amount</u>
3/7/2018 LD Review and analyze audit request and edit audit letter	0.20	
<hr/>		
For professional services rendered	0.20	\$50.00
<hr/>		
Total Balance due		<u>\$50.00</u>

		Timekeeper Summary		
<u>Name</u>		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Lara Donlon, Shareholder		0.20	250.00	\$50.00