

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: **DANA NOTTINGHAM** _____

Control No.: **2018-02** _____ Invoice No.: **6.27.18 - 1** _____

Invoice Date: **JUNE 27, 2018** _____ Payment Amount: **\$8,000.00** _____

Project Supervisor/Responsible Official: **SCOTT EVANS**

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

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

 _____ Date: 6-28-18
 Approving Authority

Payment approved by the Board of Commissioners by:

Motion No. **RES 2018-02** _____

or the Consent Agenda, at its meeting on **JANUARY 24, 2018**. (If applicable)


**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
PAYMENT REQUISITION FORM**

TODAYS DATE: 6/28/2018
 VENDOR NAME: DANA NOTTINGHAM
 VENDOR #: 12138
 INVOICE #: 62718-1
 INVOICE DATE: 6/27/2018
 PO #: _____

X

BCP
C & S
CDE
CRA
MEC
MV
RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
811-3000-559-1-3401	MARINA VILLAGE ADVISORY SERVICES		\$ 8,000.00
INVOICE TOTAL			\$8,000.00

COMMENTS: _____ APPROVED BY: 

CRA POLICY ON PURCHASES LESS THAN \$2,500 REQUIRES THAT THE PURCHASE PRICE IS "FAIR AND REASONABLE." IF COMPETITIVE QUOTES ARE REQUIRED, PLEASE COMPLETE SECTION C AND SUBMIT QUOTES WITH INVOICE. IF UNDER \$2500 PLEASE COMPLETE SECTION A OR B BELOW.

SECTION A - CERTIFICATION


PLEASE ANNOTATE BELOW HOW YOU DETERMINED THAT THE PRICE IS FAIR AND REASONABLE; EXAMPLES INCLUDE: PROFESSIONAL MARKET EXPERIENCE, MARKET TREND, PREVIOUS PURCHASE, CATALOG PRICE, ADVERTISING PUBLICATIONS, ETC.

I HAVE DETERMINED THAT THE PRICE IS FAIR AND REASONABLE. MY REASONS INCLUDE:

SECTION B - OTHER PROFESSIONAL SERVICE AGREEMENT

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: _____
 ENTERED IN FMS / ADG: 6/28/18 
 DATE MAILED: _____

DANA A. NOTTINGHAM
Urban Development Advisor
860 Johnson Ferry Road
Suite 140-253
Atlanta, Ga 30342

Mail Payment To:
550 Sarabrook Place
Atlanta, GA 30342

INVOICE

Project: Marina Village
Advisory Services

Date: June 27, 2018
Invoice: 6.27.18 - 1

Services Provided

Base Advisory Fee

- General support
- RFP/Dev. Selection Process

Amount Due

\$8,000.00

Total

\$8,000.00

Check payable to:

Dana A. Nottingham

Mail Payment To:
550 Sarabrook Place
Atlanta, GA 30342