Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: Dana Nottingham

Control No.: 2018-02 Invoice No.: 9.1.18-01

Invoice Date: 10/3/18 Payment Amount: $ 6000

Project Supervisor/Responsible Official: Scott Evans

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

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

Approving Authority

Date: 10/4/2018

☒ Payment approved by the Board of Commissioners by Motion No. 2018-02 at the Consent Agenda, at its meeting on 1-24-18. (If applicable)

entered 10-4-18

RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
PAYMENT REQUISITION FORM

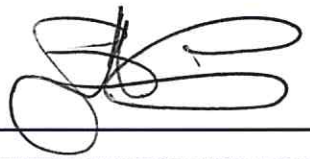
TODAYS DATE:	10/3/2018
VENDOR NAME:	DANA NOTTINGHAM
VENDOR #:	12138
INVOICE #:	09.01.18-01
INVOICE DATE:	10/3/2018
PO #:	

	BCP
	C & S
	CDE
X	CRA
	MEC
	MV
	RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
811-50-5015-559-55 - 0000 - 531000	MARINA VILLAGE ADVISORY SERVICES-9/1/18-9/30/18		$ 6,000.00
	INVOICE TOTAL		**$6,000.00**

COMMENTS:
PER S EVANS-2 SEPARATE CHECKS

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 RESONABLE; 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:

DATE MAILED:

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

SEPTEMBER INVOICE

Project: **Marina Village**
Advisory Services

Date: October 3, 2018
Invoice No.: 9.1.18 – 01
Period: (9/1/18 thru 9/30/18)

Services Provided

	Amount Due
Base Advisory Fee	$6,000.00
RFP Analysis and Tech Review Committee	
Total	$6,000.00

Check payable to:

Dana A. Notttingham

OVENIGHT MAIL TO:

Dana A. Nottingham
7211 Ivy Bank Rd.
Laurel, MD 20707