RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
PAYMENT REQUISITION FORM

TODAYS DATE:	12/11/2018
VENDOR NAME:	Big D Grafix
VENDOR #:	13973
INVOICE #:	2-11272018
INVOICE DATE:	11/27/2018
PO #:	

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
83250101-563000	completion of the awning painting		$ 575.00
	INVOICE TOTAL		**$575.00**

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 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 Singer Island Mural completion at 50%

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE:

ENTERED IN FMS / ADG: 12-12-18

DATE MAILED:

Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: Big D Grafix(Demetrius McCray) Vendor#13973

Control No.: Resolution No. 2018-08 **Invoice No.:**2-11272018 ACC#83250101-563000

Invoice Date: November 27, 2018, **Payment Amount:** $575.00

Project Supervisor/Responsible Official: Andre' Lewis

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

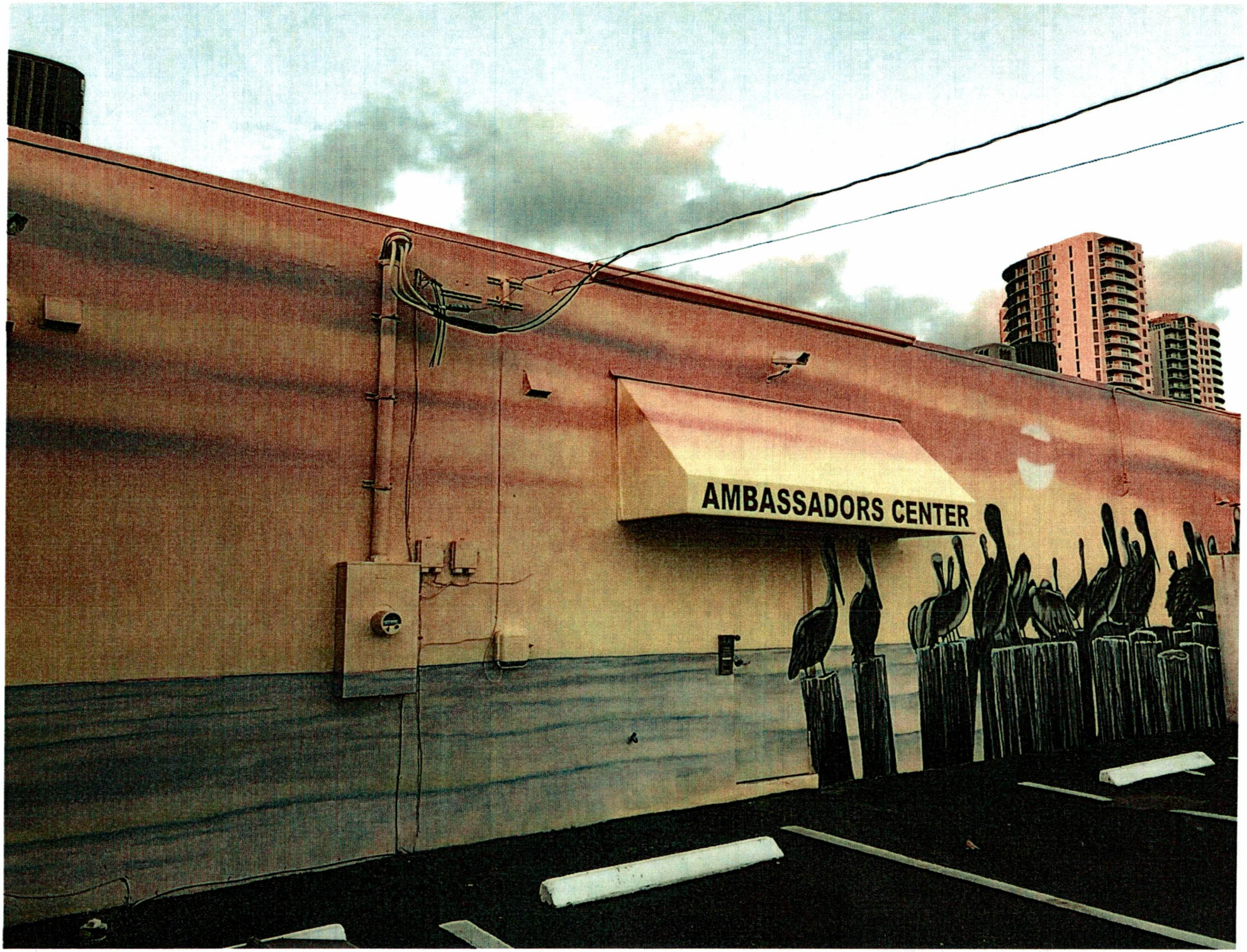
The invoice and supporting documentation have been reviewed and it is approved for payment.

_____ **Date:** 12/10/18

Approving Authority

83250101-563000

☒ Payment approved by the Board of Commissioners by Motion No. 2018-08 or the Consent Agenda, at its meeting on 4-25-18. (If applicable)


AMBASSADORS CENTER

Demetrius McCray
1100 Commercial Ave.
Riviera Beach, Fl. 33404
561.502.1917
Bigdgrafix1@aol.com
http://Picasaweb.google.com/bigdgrafix

Invoice

Invoice Number: 2-11272018
Invoice Date: 11/27/2018

Customer Information: Make check payable to Demetrius McCray:

Billing Address:		**Shipping Address:**	
Company:	Riviera Beach C.R.A.	Company:	
Name:	Andre Lewis	Name:	
Address:	Ambassador Center	Address:	
City/State/Zip	Riviera Beach, Fl. 33404		
Email:		City/State/Zip	

Shipping Method:

Qty	Product Description	Amount Each	Amount
	Prime and paint awning on the backside of the Ambassadors Center blending the mural across the awning and also putting signage that reads Ambassador Center on the flat side of the bottom of the on it.		
	Price will include all supplies, labor, rentals and materials necessary to the project		$575.00
		Subtotal:	$575.0
		Total:	$575.00
		Tax:	

Balance:	

Order Information:

Notes:

Additional Information: Sales, Events, Conditions of Sale, Warranty Information, Shipping Options or other policies can be mentioned here.