Riviera Beach CRA
Payment Authorization Checklist

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

Control No.: Resolution No. 2018-08 **Invoice No.:**1-1162019 ACC#83250101-563000

Invoice Date: January 15, 2019 **Payment Amount:** $2,500.00

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:** 1/15/2019

Approving Authority

83250101-563000

☐ Payment approved by the Board of Commissioners by Motion No. 201808 or the Consent Agenda, at its meeting on 4-25-18. (If applicable)

RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
PAYMENT REQUISITION FORM

TODAYS DATE:	1/15/2019
VENDOR NAME:	Big D Grafix
VENDOR #:	13973
INVOICE #:	1-1162019
INVOICE DATE:	1/16/2019
PO #:	

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
83250101-563000	100% completion to murals on Singer Island		$ 2,500.00
	INVOICE TOTAL		**$2,500.00**

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 **100% completion to murals on Singer Island**

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE:

ENTERED IN FMS / ADG:

DATE MAILED:

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

Invoice

Invoice Number:
1-1162019
Invoice Date:
1/16/2019

Customer Information: Make check payable to Demetrius McCray:

Billing Address:		**Shipping Address:**	
Company:	Riviera Beach C.R.A.	Company:	
Name:	Andre Lewis	Name:	
Address:	Singer Island Mural Contract2001 Broadway Ste. 300	Address:	
City/State/Zip	Riviera Beach. Fl. 33404		
Email:		City/State/Zip	

Shipping Method:

Qty	Product Description	Amount Each	Amount
	Reference #BGD-2018-03		
	Mural 1 - sailboat mural on North side of Grator Gator building		
	Mural 2 - Beach mural on east side of Grator Gator building .		
	Mural 3 - underwater mural on the south side of Grator Gator building		
	Mural 4 - Pelican mural on rear side of the Ambassador Center		
	Mural 5 – Sea Turtles mural on rear side of the building facing parking lot		
	Price will include all supplies, labor, rentals and materials necessary to the project		

Subtotal:	$2,500.00
Total:	$2,500.00
Tax:	
Balance:	

Order Information:

Notes:

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