Riviera Beach CRA
Payment Authorization Checklist

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

Control No.: Resolution No. 2018-08 **Invoice No.:**2-1242018 ACC#83250101-563000

Invoice Date: December 4, 2019 **Payment Amount:** $2,750.00

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. 2018-08 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 #:	2-124208
INVOICE DATE:	12/4/2018
PO #:	

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
83250101-563000	Additions to murals on Singer Island		$ 2,750.00
		INVOICE TOTAL	**$2,750.00**

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 Additions 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: 2-1242018
Invoice Date: 12/4/2018

Customer Information: Make check payable to Demetrius McCray:

Billing Address:		**Shipping Address:**	
Company:	Riviera Beach C.R.A.	Company:	
Name:	Andre Lewis	Name:	
Address:	Singer Island Mural Contract 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. - Switch sailboat to opposite side		
	Mural 2 - Beach mural on east side of Grator Gator -168sq. ft. painted additional space, more colorful shirts and 3 boats	$1000.00	
	Mural 3 - underwater mural on the south side of Grator Gator building – Bring the colors out on the additional coral reefs, fish, turtle	$1000.00	
	Mural 4 - Pelican mural on rear side of the Ambassador Center – area of removed sign, door and utility closet area	$750.00	
	Mural 5 – Fishing boat mural on rear side of the building facing parking lot – Change the sky to blue and white with clouds and create a multi-cultural crew		
	Mural 6 – Sea Turtles mural on rear side of the building facing parking lot		

	We have a total of 6 murals which equals up to 600% which equals up to a total of $30,000 for 6 murals for initial pricing before revisions and change orders per Council and per original contract		
	Price will include all supplies, labor, rentals and materials necessary to the project		

Subtotal:	$2750.00
Total:	$2750.00
Tax:	
Balance:	

Order Information:

Notes:

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