Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: **HCT** _____

Control No.: **2015-18** _____ Invoice No.: **01-2019-12** _____

Invoice Date: **JANUARY 7, 2019** ____ Payment Amount: **$4,000** _____

Project Supervisor/Responsible Official: **Scott Evans**

_____

	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?	N/A
☐ 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:** 1/8/2019

Approving Authority

X☐ Payment approved by the Board of Commissioners by:

Motion No. RES: 2015-18_____

or the Consent Agenda, at its meeting on April 22, 2015. (If applicable)

RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
PAYMENT REQUISITION FORM

TODAYS DATE:	1/8/2019
VENDOR NAME:	HCT CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS, LLC
VENDOR #:	19542
INVOICE #:	01 2019-12
INVOICE DATE:	1/7/2019
PO #:	

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101532010	PROFESSIONAL AUDITING SERVICES PER PSA		$ 4,000.00
		INVOICE TOTAL	**$4,000.00**

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 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 TYLER: JAN 0 8 2019

DATE MAILED:

HCT

Invoice # 01 2019 - 12

January 7, 2019

To: Riviera Beach Community Redevelopment Agency
2001 Broadway
Suite 300
Riviera Beach, FL 33404

Payment for professional auditing services rendered to Riviera Beach CRA

December 2018

Roderick Harvey, CPA , CVA — 4.0 hours
- Administrative
  - Preplanning
  - Workpaper Review
  - Audit Supervision

Kimberly Burke/Brianna Hemmings — 2.0 hours
- Audit Administration

Thomas Williams – Senior Auditor — 40.0 hours
- Preplanning
- Fieldwork
  - Liabilities
  - Equity
  - Internal Controls

Ivan Perez CPA – Senior Auditor — 16.00 hours
- Preplanning
- Fieldwork
  - Cash
  - Fixed Assets
  - General Audit

BALANCE DUE **$ 4,000.00**

Please remit Payment to:
HCT Certified Public Accountants & Consultants, LLC
3816 Hollywood Boulevard
Suite 203
Hollywood, Florida 33021