Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: **FLORIDA FISHING ACADEMY**

Control No.: **2017-22** Invoice No.: **1218**

Invoice Date: **12/19/2018** Payment Amount: **$2,500**

Project Supervisor/Responsible Official: **ANNETTA JENKINS**

	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: 1/3/2018

Approving Authority

☑ Payment approved by the Board of Commissioners by:

JAN 0 3 ENT'D

Motion No. **RES: 2017-22**

or the Consent Agenda, at its meeting on **OCT 25, 2017**. (If applicable)

RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
PAYMENT REQUISITION FORM

TODAYS DATE:	12/19/2018
VENDOR NAME:	FLORIDA FISHING ACADEMY
VENDOR #:	12156
INVOICE #:	1218
INVOICE DATE:	12/19/2018
PO #:	

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150105-531000	NOVEMBER SERVICES- NOVEMBER 28 - DECEMBER 19		$ 2,500.00
81150105-582000			
	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

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE:

ENTERED IN TYLER:

DATE MAILED:

INVOICE

Florida Fishing Academy
7067 Peninsula Court
Lake Worth, Fla. 33467
Phone (561) 740-7227

INVOICE # 1218
Date: December 19th, 2018

TO:
Riviera Beach Community Redevelopment Agency
2001 Broadway #300
Riviera Beach, FL 33404
Ph. 561-844-3408, Fax 561-881-8043
Att: Annetta Jenkins

FOR:
Re: **November 28th, 2018- December 19th, 2018**

DESCRIPTION	Service Dates	AMOUNT DUE
Services rendered Note: Refer to Monthly Report	Re: **November 28th, 2018- December 19th , 2018**	$2,500
		$2,500

Class Overview: Please see attached report, Highlights section.

Make all checks payable to
Florida Fishing Academy

Thank you for your business!

ATTN: Annetta Jenkins
Riviera Beach CRA
2001 Broadway STE 300
Riviera Beach FL, 33404
Re: November 28th, 2018- December 19st, 2018

	Annual Target	Current Month	November 2018 To Date
Community Events	3	0	1
Riviera Residents-Single Sessions	800	113	137
Riviera Residents-Camp	140	0	0
Non-Residents-Single Sessions	0	30	71
Non-Residents-Camp	0	0	0
Classes	55	9	15
Weeks of Camp	7	0	0
Volunteer Hours	0	0	0

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Highlights

November 29th- Lincoln Elementary Class (2)
Our students at Lincoln Elementary learned about Marine Biology and the various mammals that inhabit our ocean.

November 30th- University Learning Academy Class
Our students at University Learning Academy learned about Marine Biology and the various mammals that inhabit our ocean.

December 6th- Lincoln Elementary Class (2)
Our students at Lincoln Elementary learned about Marine Conservation. They identified small steps they can make to reduce plastic waste.

December 7th- University Learning Academy Class
Our students at University Learning Academy learned about Marine Conservation. They identified small steps they can make to reduce plastic waste.

December 13th- Lincoln Elementary Class (2)
Our students at Lincoln Elementary learned about the Marianna's Trench and the deep-sea environment which makes it unique.

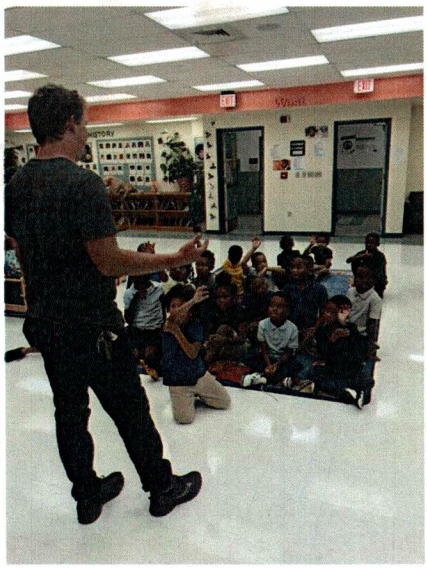
December 14th- University Learning Academy Class

Our students at University Learning Academy learned about the Marianna's Trench and the deep-sea environment which makes it unique.

December 15th- Boat Trip with Gardens School of Technology and Arts
Our Gardens School of Technology and Arts Marine Biology Club students went on our boat for a fishing field trip and explored Munyon Island.

Community Partners
Lincoln Elementary School and University Learning Academy

Innovation and News
We have just signed a lease for the workshop at the old Maritime Academy building at 251 West 11th Street in Riviera Beach. We are looking to expand our current job training program to include, for the first time, our students in Riviera Beach.





Thank you,
Captain Richard Brochu
Executive Director
Florida Fishing Academy, Inc.
7067 Peninsula Court
Lake Worth, FL 33467
561-740-722