

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: **FLORIDA COURT REPORTING** _____

Control No.: **RES NO. 2017-22** _____ Invoice No.: **177943** _____

Invoice Date: **2/5/19** _____ Payment Amount: **\$342** _____

Project Supervisor/Responsible Official **Annetta Jenkins** _____

	Reviewed/Approved by
<input type="checkbox"/> Project "scope of work and deliverables" reviewed?	<i>[Signature]</i>
<input type="checkbox"/> Payment support documentation appropriate based on work scope?	<i>[Signature]</i>
<input type="checkbox"/> Deliverables due with this invoice have been received?	<i>[Signature]</i>
<input type="checkbox"/> If final payment, have all deliverables been received?	
<input type="checkbox"/> 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?	<i>[Signature]</i>
<input type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	<i>[Signature]</i>
<input type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	<i>[Signature]</i>
<input type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	<i>[Signature]</i>

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

[Signature]

Approving Authority

Date: **2/4/2019** _____

Payment approved by the Board of Commissioners by:

Motion No. 2017-22 or the Consent Agenda, at its meeting on OCTOBER 25, 2017. (If applicable)


**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
PAYMENT REQUISITION FORM**

TODAYS DATE: 2/5/2019
 VENDOR NAME: FLORIDA COURT REPORTING
 VENDOR #: 15033
 INVOICE #: 177943
 INVOICE DATE: 2/5/2019
 PO #: _____

X

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-531000	ORIGIANL TRANSCRIPT OF CRA REGULAR MEETING-01-23-2019		\$ 342.00
INVOICE TOTAL			\$342.00

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 REASONABLE; 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:

PSA

SECTION B - OTHER PSA

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: _____
 ENTERED IN FMS / ADG: _____
 DATE MAILED: FEB 05 2019

1476 -L - -

INVOICE

Florida Court Reporting
 2161 Palm Beach Lakes Blvd.
 Suite 302
 West Palm Beach FL 33409
 Phone:561-689-0999 Fax:

Invoice No.	Invoice Date	Job No.
177943	2/5/2019	129232
Job Date	Case No.	
1/23/2019		
Case Name		
Riviera Beach Community Redevelopment Agency		
Payment Terms		
Due upon receipt		

Scott Evans, Executive Director
 Riviera Beach Community Redevelopment Agency
 2001 Broadway
 Suite 300
 Riviera Beach FL 33404

Original transcript of:			
CRA Regular Meeting	57.00	Pages @	6.00 342.00
	TOTAL DUE >>>		\$342.00
We appreciate your business!			
Past due balance in excess of 30 days shall bear interest at the maximum rate allowable by law. Client agrees to pay all costs of collection, including attorney's fees.			

Tax ID: 65-0466508

Phone: 561-844-3408 Fax:561-881-8043

Please detach bottom portion and return with payment.

Scott Evans, Executive Director
 Riviera Beach Community Redevelopment Agency
 2001 Broadway
 Suite 300
 Riviera Beach FL 33404

Invoice No. : 177943
 Invoice Date : 2/5/2019
Total Due : \$342.00

Remit To: **Florida Court Reporting**
2161 Palm Beach Lakes Blvd.
Suite 302
West Palm Beach FL 33409

Job No. : 129232
 BU ID : WPB
 Case No. :
 Case Name : Riviera Beach Community Redevelopment Agency