


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

TODAYS DATE: 4/1/2019
 VENDOR NAME: HCT CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS, LLC
 VENDOR #: 19542
 INVOICE #: 04 2019-12
 INVOICE DATE: 4/1/2019
 PO #: _____

X

BCP
 C & S
 CDE
 CRA
 MEC
 MV
 RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101532010	PROFESSIONAL AUDITING SERVICES PER PSA		\$ 2,000.00
INVOICE TOTAL			\$2,000.00

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 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:

SECTION B - OTHER PROFESSIONAL SERVICE AGREEMENT

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: _____
 ENTERED IN TYLER: _____
 DATE MAILED: _____

APR 03 2019

#1693 #



Invoice # 04 2019 - 12

April 1, 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

March 2019

Roderick Harvey, CPA , CVA

- Administrative 14.75 hours
 - o Partner Workpaper Review
 - o Workpaper Review
 - o Audit Supervision

Kimberly Burke/Nan Striplin

- Audit Administration 17.50 hours

Thomas Williams – Senior Auditor

- Wrap-Up 19.25 hours
- Fieldwork
 - o Liabilities
 - o Equity
 - o Internal Controls
- Reporting

Ivan Perez CPA – Senior Auditor

- Quality Control Review/Progress Tracker 7.25 hours
- Fieldwork
 - o Cash
 - o Fixed Assets
 - o General Audit

BALANCE DUE

\$ 2,000.00

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