

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: THE MS FACTOR

Control No.: 2019-02 **Invoice No.:** 0719

Invoice Date: 07/01/2019 **Payment Amount:** \$ 6150.00

Project Supervisor/Responsible Official: ANNETTA JENKINS, DIRECTOR OF NEIGHBORHOOD SERVICES

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?	
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope?	
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received?	
<input type="checkbox"/> If final payment, have all deliverables been received?	N/A
<input checked="" 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?	
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
<input type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	N/A
<input checked="" type="checkbox"/> 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.



Approving Authority

Date: July 2, 2019

Payment approved by the Board of Commissioners by Motion No. 2019-02 or the Consent Agenda, at its meeting on 02/13/2019.
(If applicable)

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

TODAYS DATE: 7/2/2019
 VENDOR NAME: THE MS FACTOR LLC
 VENDOR #: 12374
 INVOICE #: 719
 INVOICE DATE: 7/1/2019
 PO #: _____

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-548000	MARKETING SERVICES-JUNE 2019		\$ 6,150.00
INVOICE TOTAL			\$6,150.00

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: JUL 0 2 2019

#1947 / #

The MS Factor, LLC
1804 N Dixie Hwy, Ste. B
West Palm Beach, FL 33407
(561) 588-6336

Invoice RBCRA-
0719



THE MS FACTOR

BILL TO
Riviera Beach CRA

DATE
07/01/2019

PLEASE PAY
\$6,150.00

DUE DATE
07/31/2019

DESCRIPTION	QTY	RATE	AMOUNT
Per Agreement	1	6,150.00	6,150.00

TOTAL DUE **\$6,150.00**

THANK YOU.