


# Riviera Beach CRA Payment Authorization Checklist

Vendor Name: **TORCIVIA, DONLON, GODDEAU & ANSAY, P.A.**

Control No.: **N/A** \_\_\_\_\_ Invoice No.: **17139** \_\_\_\_\_

Invoice Date: **JULY 3, 2019** \_\_\_\_\_ Payment Amount: **\$126.00** \_\_\_\_\_

Project Supervisor/Responsible Official: **SCOTT EVANS**

	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?	
<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 type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	
<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.**



Date: 07/16/19

Approving Authority

Payment approved by the Board of Commissioners by:

Motion No. N/A


or the Consent Agenda, at its meeting on N/A. (If applicable)

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

TODAYS DATE: 7/12/2019  
 VENDOR NAME: TORCIVIA, DONLON, GODDEAU & ANSAY, PA  
 VENDOR #: 10349  
 INVOICE #: 17139  
 INVOICE DATE: 7/3/2019  
 PO #: \_\_\_\_\_

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-531000	LEGAL SERVICES- EMPLOYEE POLICY & PROCEDURE		\$ 126.00
<b>INVOICE TOTAL</b>			<b>\$126.00</b>

COMMENTS: Legal 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**

**SECTION C - QUOTES**

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: \_\_\_\_\_  
 ENTERED IN TYLER: JUL 17 2019  
 DATE MAILED: \_\_\_\_\_

**#1990 / #**

**TORCIVIA, DONLON,  
GODDEAU & ANSAY, P.A.**

701 Northpoint Parkway, Suite 209  
West Palm Beach, Florida 33407

Riviera Beach CRA  
2001 Broadway, Suite 300  
Riviera Beach, FL 33404

561-686-8700  
561-686-8764 fax  
www.torcivilaw.com

July 3, 2019

In Reference To: *General Employment Matters*

*Federal Tax ID 65-0195026*

Invoice # 17139

Professional Services

	<u>Hours</u>	<u>Amount</u>
6/3/2019 MLR Call with the client regarding employee issues and options moving forward.	0.60	

---

For professional services rendered	0.60	\$126.00
------------------------------------	------	----------

---

Timekeeper Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Matthew L. Ransdell, Senior Associate	0.60	210.00	\$126.00

*M. Ransdell*  
*7/3/2019*

*81150101-531000*  
*v=10349*