

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: FLORIDA COURT REPORTING


Control No.: 2017-17 **Invoice No.:** 179413

Invoice Date: 7/16/2019 **Payment Amount:** \$ 486

Project Supervisor/Responsible Official: SCOTT EVANS, INTERIM EXECUTIVE DIRECTOR

| | Reviewed/ Approved by |
|---|-----------------------|
| <input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed? | SE |
| <input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope? | SE |
| <input checked="" type="checkbox"/> Deliverables due with this invoice have been received? | SE |
| <input checked="" 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? | SE |
| <input type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement. | N/A |
| <input 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. | SE |

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

 _____ **Date:** 07/22/2019

Approving Authority

Payment approved by the Board of Commissioners by Motion No. 2017-22 or the Consent Agenda, at its meeting on 10-25-2017.
(If applicable)

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

TODAYS DATE: 7/22/2019
 VENDOR NAME: FLORIDA COURT REPORTING
 VENDOR #: 15033
 INVOICE #: 179413
 INVOICE DATE: 7/19/2019
 PO #: _____

| |
|----------|
| |
| |
| |
| X |
| |
| |
| |

BCP
C & S
CDE
CRA
MEC
MV
RBEC, LLC

| FUND ACCOUNT NUMBER | DESCRIPTION | JOB | AMOUNT |
|----------------------|--|-----|-----------------|
| 81150101-531000 | ORIGINAL TRANSCRIPT OF CRA REGULAR MEETING-7/10/19 | | \$ 300.00 |
| | CRA BUDGET MEETING-7/10/2019 | | \$ 186.00 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| INVOICE TOTAL | | | \$486.00 |

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 PSA

SECTION C - QUOTES

| VENDOR | PRICE QUOTED | COMMENT / RANKING |
|--------|--------------|-------------------|
| 1 | | |
| 2 | | |
| 3 | | |

RECEIVED BY FINANCE: _____
 ENTERED IN FMS / ADG: JUL 24 2019
 DATE MAILED: _____

#1990 / #

INVOICE

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

| Invoice No. | Invoice Date | Job No. |
|--|--------------|---------|
| 179413 | 7/19/2019 | 130919 |
| Job Date | Case No. | |
| 7/10/2019 | | |
| 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

| | | | | | |
|--------------------------------------|-------|-------|---|------|-----------------|
| Transcript of CRA meeting | 50.00 | Pages | @ | 6.00 | 300.00 |
| Transcript of CRA Budget Workshop | 31.00 | Pages | @ | 6.00 | 186.00 |
| TOTAL DUE >>> | | | | | \$486.00 |

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

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

Job No. : 130919 BU ID : WPB
Case No. :
Case Name : Riviera Beach Community Redevelopment Agency
Invoice No. : 179413 Invoice Date : 7/19/2019
Total Due : \$486.00

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

PAYMENT WITH CREDIT CARD



| | |
|-------------------------|-------|
| Cardholder's Name: | _____ |
| Card Number: | _____ |
| Exp. Date: | _____ |
| Phone#: | _____ |
| Billing Address: | _____ |
| Zip: | _____ |
| Card Security Code: | _____ |
| Amount to Charge: | _____ |
| Cardholder's Signature: | _____ |
| Email: | _____ |