Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: **FLORIDA FISHING ACADEMY**

Control No.: **2017-17** **Invoice No.:** **219**

Invoice Date: **2/25/2019** **Payment Amount:** **$2,500**

Project Supervisor/Responsible Official: **ANNETTA JENKINS**

	Reviewed/Approved by
☑ Project "scope of work and deliverables" reviewed?	
☑ Payment support documentation appropriate based on work scope?	
☑ Deliverables due with this invoice have been received?	
☐ If final payment, have all deliverables been received?	
☑ 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?	
☑ Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
☑ The nature of work being performed is within the scope of the CRA plan.	
☑ 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:** 9-17-2018

Approving Authority

☑ Payment approved by the Board of Commissioners by:

Motion No. **RES: 2017-17**

or the Consent Agenda, at its meeting on **SEPT 27, 2017**. (If applicable)

RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
PAYMENT REQUISITION FORM

TODAYS DATE:	9/18/2019
VENDOR NAME:	FLORIDA FISHING ACADEMY
VENDOR #:	12156
INVOICE #:	219
INVOICE DATE:	1/1/2019
PO #:	

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150105-58200	JANUARY 2019-FEBRUARY 2019		$ 2,500.00
	INVOICE TOTAL		**$2,500.00**

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 RESONABLE; 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: SEP 18 2019

DATE MAILED:

#2167 9,20

INVOICE

Florida Fishing Academy
7067 Peninsula Court
Lake Worth, Fla. 33467
Phone (561) 740-7227

INVOICE # 0219
Date: January 30th, 2019- February 25th, 2019

TO:
Riviera Beach Community Redevelopment Agency
2001 Broadway #300
Riviera Beach, FL 33404
Ph. 561-844-3408, Fax 561-881-8043
Att: Annetta Jenkins

FOR:
Re: **January 30th, 2019- February 25th, 2019**

DESCRIPTION	Service Dates	AMOUNT DUE
Services rendered Note: Refer to Monthly Report	Re: **January 30th, 2019- February 25th, 2019**	$2,500
		$2,500

Class Overview: Please see attached report, Highlights section.

Make all checks payable to
Florida Fishing Academy

Thank you for your business!

ATTN: Annetta Jenkins
Riviera Beach CRA
2001 Broadway STE 300
Riviera Beach FL, 33404
Re: January 30th, 2019- February 25th, 2019

	Annual Target	Current Month	November 2018 To Date
Community Events	3	0	1
Riviera Residents-Single Sessions	800	90	345
Riviera Residents-Camp	140	0	0
Non-Residents-Single Sessions	0	38	156
Non-Residents-Camp	0	0	0
Classes	55	4	28
Weeks of Camp	7	0	0
Volunteer Hours	0	0	0

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Highlights

February 12th- Inlet Grove Community High School Kayak
Our Students at Inlet Grove Community High School came out to the marina, we kayaked over to Peanut Island and snorkeled around on the east side reef.

February 13th- Rivera Parks and Recreation Department- Tate Center
In our first class with the Tate Center we got to know each other and learned about tackle box tools.

February 14th- JFK Middle School
In our first class with JFK Middle School we got to know each other and learned about tackle box tools.

February 16th- Access the Sea Boat Trip
We have partnered with Access the Sea a non-profit dedicated to enriching the lives of individuals with disabilities.

February 20th- Rivera Beach Parks and Recreation Department- Tate Center
Our Tate Center students reviewed their tackle box tools and explored fishing safety concerns.

Challenges
Nothing to report.

Volunteer News
Nothing to report.

Community Partners
Inlet Grove Community High School, Rivera Beach Parks and Rec Department-Tate Center, JFK Middle School

Innovation and News
Nothing to report.





Thank you,
Captain Richard Brochu
Executive Director
Florida Fishing Academy, Inc.
7067 Peninsula Court
Lake Worth, FL 33467
561-740-722