Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: **FLORIDA FISHING ACADEMY**

Control No.: **2017-17** Invoice No.: **0819**

Invoice Date: **08/28/2019** 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: 9/10/2019

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:	9/4/2019
VENDOR NAME:	FLORIDA FISHING ACADEMY
VENDOR #:	12156
INVOICE #:	819
INVOICE DATE:	7/27/2019
PO #:	

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150105-58200	JULY 27 - AUG 28 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: SEP 12 2019

ENTERED IN TYLER:

DATE MAILED:

#2142 9,12

INVOICE

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

INVOICE # 0819
Date: July 27th, 2019- August 28th, 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: **July 27th, 2019- August 28th, 2019**

DESCRIPTION	Service Dates	AMOUNT DUE
Services rendered Note: Refer to Monthly Report	Re: **July 27th, 2019- August 28th, 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: July 27th, 2019- August 28th, 2019

	Annual Target	Current Month	November 2018 To Date
Community Events	3	0	3
Riviera Residents-Single Sessions	800	0	1039
Riviera Residents-Camp	140	0	542
Non-Residents-Single Sessions	0	115	626
Non-Residents-Camp	0	0	953
Classes	55	0	100
Weeks of Camp	7	0	7
Volunteer Hours	0	11	131

Highlights
Nothing to report.

Challenges
Nothing to report.

Volunteer News
Nothing to report.

Community Partners
Nothing to report.

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

ATTN: Annetta Jenkins
Riviera Beach CRA
2001 Broadway STE 300
Riviera Beach FL, 33404
Re: July 27th, 2019- August 28th, 2019

	Annual Target	Current Month	November 2018 To Date
Community Events	3	0	3
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Highlights
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Challenges
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Community Partners
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Innovation and News
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Captain Richard Brochu
Executive Director
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