Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: MS FACTOR _____

Control No.: RES # 2019-02 _____ **Invoice No.: RBCRA919**

Invoice Date: SEPTEMBER 1, 2019 _ **Payment Amount: $6,150.00** _____

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:** 9-17-2019

Approving Authority

X☐ Payment approved by the Board of Commissioners by:

Motion No. **#2019-02** or the Consent Agenda, at its meeting on **FEBRUARY 13, 2019.** (If applicable)

RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
PAYMENT REQUISITION FORM

TODAYS DATE:	9/18/2019
VENDOR NAME:	THE MS FACTOR LLC
VENDOR #:	12374
INVOICE #:	919
INVOICE DATE:	9/1/2019
PO #:	

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-548000	MARKETING SERVICES- SEPTEMBER		$ 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 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

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

Invoice RBCRA-0919

THE MS FACTOR

BILL TO
Riviera Beach CRA

DATE	PLEASE PAY	DUE DATE
09/01/2019	**$6,150.00**	10/01/2019

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

TOTAL DUE $6,150.00

THANK YOU.