

# Riviera Beach CRA Payment Authorization Checklist

Vendor Name: **MS FACTOR** \_\_\_\_\_

Control No.: **RES # 2019-02** \_\_\_\_\_ Invoice No.: **RBCRA1219**

Invoice Date: **DECEMBER 1, 2019**\_\_ Payment Amount: **\$11,500.00** \_\_\_\_\_

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

	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 checked="" 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 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: 12-30-19

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: 12/11/2019  
 VENDOR NAME: THE MS FACTOR LLC  
 VENDOR #: 12374  
 INVOICE #: 1219  
 INVOICE DATE: 12/1/2019  
 PO #:  
 COMPLETED BY: SDESIR

<b>X</b>

BCP  
C & S  
CDE  
CRA  
MEC  
MV  
RBEC, LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-548000	MARKETING SERVICES		\$ 11,500.00
<b>INVOICE TOTAL</b>			<b>\$11,500.00</b>

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**

**SECTION C - QUOTES**

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: \_\_\_\_\_  
 ENTERED IN TYLER: DEC 30 2019  
 DATE MAILED: \_\_\_\_\_

**#2525 / 01 / 3**

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

Invoice RBCRA-  
1219



THE MS FACTOR

**BILL TO**  
Riviera Beach CRA

DATE  
12/01/2019

PLEASE PAY  
**\$11,500.00**

DUE DATE  
12/01/2019

DESCRIPTION	QTY	RATE	AMOUNT
Per Agreement	1	6,150.00	6,150.00
Filming VYBZ Movie Main Event	2	250.00	500.00
VYBZ Movie Main Event – Airtime	1	1,000.00	1,000.00
VYBZ Movie Main Event	1	500.00	500.00
Lion King Talent Fee	1	250.00	250.00
Lion King – Airtime (Event)	1	1,000.00	1,000.00
Community Spot Light (ongoing)	1	1,500.00	1,500.00
Community Spot Light Digital (Ongoing)	1	600.00	600.00

TOTAL DUE

**\$11,500.00**

THANK YOU.