

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: **MS FACTOR** _____

Control No.: **RES # 2019-02** _____ Invoice No.: **RBCRA 0120**

Invoice Date: **January 1, 2020** _____ Payment Amount: **\$11,862.71** _____

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

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?	<i>[Signature]</i>
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope?	<i>[Signature]</i>
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received?	<i>[Signature]</i>
<input type="checkbox"/> If final payment, have all deliverables been received?	<i>NA</i>
<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?	<i>[Signature]</i>
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	<i>[Signature]</i>
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	<i>[Signature]</i>
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	<i>[Signature]</i>

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

[Signature] _____ Date: 1-15-20

Approving Authority

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: 1/14/2020
 VENDOR NAME: THE MS FACTOR LLC
 VENDOR #: 12374
 INVOICE #: 120
 INVOICE DATE: 1/1/2020
 PO #:
 COMPLETED BY: SDESIR

X

BCP
 C & S
 CDE
 CRA
 MEC
 MV
 RBEC, LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-548000	<i>DEC 5</i> MARKETING SERVICES- JULY SERVICE		\$ 11,862.71
INVOICE TOTAL			\$11,862.71

COMMENTS: APPROVED BY: *Sdesir*

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: JAN 15 2020
 DATE MAILED: _____

#2557 - 1, 17

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

Invoice RBCRA-0120



THE MS FACTOR

BILL TO

Riviera Beach CRA

DATE
01/01/2020

PLEASE PAY
\$11,862.71

DUE DATE
01/01/2020

DESCRIPTION	QTY	RATE	AMOUNT
Per Agreement	1	6,150.00	✓ 6,150.00
Filming Winter Wonderland- Grayson Zwickel	1	350.00	350.00
Filming Winter Wonderland- Caitlin Mary Morrissey	1	350.00	350.00
FaceBook Advertising- Winter Wonderland Ads	1	262.71	262.71
Community Spot Light	1	2,500.00	✓ 2,500.00
Digital Community Spot Light	1	1,000.00	✓ 1,000.00
Winter Wonderland	1	1,000.00	✓ 1,000.00
Winter Wonderland Talent Fee	1	250.00	✓ 250.00

TOTAL DUE

\$11,862.71

THANK YOU.