

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: **FLORIDA FISHING ACADEMY** _____


Control No.: **2017-17** _____ Invoice No.: **012020** _____

Invoice Date: **1/22/2020** _____ Payment Amount: **\$2,500** _____

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

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

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

 _____ Date: Jan 28, 2020 _____
 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: 1/28/2020
 VENDOR NAME: FLORIDA FISHING ACADEMY,12156
 VENDOR #: 12156
 INVOICE #: #0120
 INVOICE DATE: Dec. 20, 2019 - Jan. 22, 2019
 PO #:
 COMPLETED BY: Minoka Nugent

X

BCP
C & S
CDE
CRA
MEC
MV
RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150105-582000	Services Rendered - 10/20/19 - 1/22/2020	F	\$ 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 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:
 DATE MAILED:



INVOICE

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

INVOICE # 0120

Date: December 20th, 2019- January 22nd, 2020

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: **December 20th, 2019- January 22nd, 2020**

DESCRIPTION	Service Dates	AMOUNT DUE
Services rendered Note: Refer to Monthly Report	Re: December 20th, 2019- January 22nd, 2020	\$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: December 20th, 2019- January 22nd, 2020

	Annual Target	Current Month	November 2019 To Date
Community Events	3	<u>0</u>	2
Riviera Residents-Single Sessions	800	<u>111</u>	<u>294</u>
Riviera Residents-Camp	140	<u>0</u>	<u>0</u>
Non-Residents-Single Sessions	0	<u>0</u>	<u>26</u>
Non-Residents-Camp	0	<u>0</u>	<u>0</u>
Classes	55	<u>8</u>	<u>20</u>
Weeks of Camp	7	<u>0</u>	<u>0</u>
Volunteer Hours	0	<u>0</u>	<u>0</u>

Highlights

12/20/19- Lincoln Elementary

In our first session with Lincoln Elementary, students learned about the ocean and planned out the rest of their sessions.

1/7/20- Troop 777 Meeting

This meeting of Troop 777 was the first of the new year!

1/10/20- Lincoln Elementary

In our second session with Lincoln Elementary, students learned about saltwater and waves through a series of experiments.

1/14/20- Troop 777 Meeting

Our scout group met to plan their upcoming kayaking trip.

1/16/19- West Riviera Elementary

For our third session with West Riviera Elementary, we brought our Mobile Marine Lab and students learned about watersheds, topography and ocean animals.

1/17/20- Lincoln Elementary

For our third session with Lincoln Elementary, we brought our Mobile Marine Lab and students learned about watersheds, topography and ocean animals.

1/21/20- West Riviera Elementary

In our third session with West Riviera Elementary School, students did a squid dissection and learned about the deep sea.

1/21/20-Troop 777 Meeting

During this meeting, brothers Peter & Jack Fields earned their EAGLE rank!

Challenges

Nothing to report.

Volunteer News

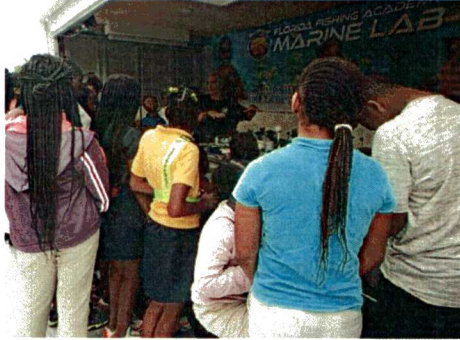
Nothing to report.

Community Partners

Eagle Scout Troop 777, Lincoln Elementary School, West Riviera Elementary School

Innovation and News

We received grant funding to help us launch our new job training program at the Judge Rogers Center.



Thank you,

Shannon Lalime

Program Director

Florida Fishing Academy, Inc.

7067 Peninsula Court

Lake Worth, FL 33467

561-740-7227