








Riviera Beach CRA Payment Authorization Checklist

Vendor Name: **MS FACTOR** _____

Control No.: **RES 2019-02** _____ Invoice No.: **320** _____

Invoice Date: **MARCH 5, 2020** _____ Payment Amount: **\$9775.00** _____

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

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?	
<input 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 checked="" 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: 3-16-2020

Approving Authority

Payment approved by the Board of Commissioners by:

Motion No. **RES: 2019-02** _____

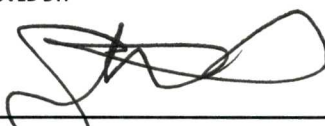
or the Consent Agenda, at its meeting on **FEBRUARY 13, 2019** (If applicable)

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
PAYMENT REQUISITION FORM**

TODAYS DATE: 3/13/2020
 VENDOR NAME: THE MS FACTOR LLC
 VENDOR #: 12374
 INVOICE #: 320
 INVOICE DATE: 3/5/2020
 PO #:
 COMPLETED BY: SDESIR

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-548000	MARKETING SERVICES		\$ 9,775.00
INVOICE TOTAL			\$9,775.00

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: MAR 18 2020
 DATE MAILED: _____

#2812 3.19

The MS Factor, LLC
104 GRAMERCY SQUARE DR
DELRAY BEACH, FL 33484-8137
+1 5612513998

Invoice RBCRA-
0320



BILL TO
Riviera Beach CRA

DATE
03/05/2020

PLEASE PAY
\$9,775.00

DUE DATE
04/04/2020

DESCRIPTION	QTY	RATE	AMOUNT
Per Agreement	1	6,150.00	6,150.00
RBC-17253 Annual Report - Write initial general events stories; Completed copy per Valerie's client approved outline.	8.50	150.00	1,275.00
RBC-17253 Annual Report - Create two covers; redesign mock up;	4.50	150.00	675.00
RBC-17253 Annual Report - Review new options for cover; Outline Annual Report and work with artist on cover; Webinar for Annual Report (2 staff attended)	6.50	150.00	975.00
Hubbard Radio - Community Spotlight - week of 1/27/2020 Invoice 388959-4	1	500.00	500.00
Hubbard Radio - Digital Community Spotlight - week of 1/27/2020 Invoice 388958-4	1	200.00	200.00

TOTAL DUE

\$9,775.00

THANK YOU.