

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

TODAYS DATE: 9/28/2020  
 VENDOR NAME: FLORIDA FISHING ACADEMY,12156  
 VENDOR #: 12156  
 INVOICE #: #0920  
 INVOICE DATE: 9/23/2020  
 PO #:  
 COMPLETED BY: Minoka Nugent

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150105-582000	Services rendered - August 25th, 2020- September 23rd, 2020	F	\$ 2,500.00
<b>INVOICE TOTAL</b>			<b>\$2,500.00</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 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: 9/29/20  
 ENTERED IN TYLER: 9/29/20 B3330 9/30/20  
 DATE MAILED:  
 # B3330



**ATTN: Annetta Jenkins**

**Riviera Beach CRA**

**2001 Broadway STE 300**

**Riviera Beach FL, 33404**

**Re: August 25<sup>th</sup>, 2020- September 23<sup>rd</sup>, 2020**

	Annual Target	Current Month	November 2019 To Date
Community Events	3	<u>0</u>	3
Riviera Residents-Single Sessions	800	<u>0</u>	<u>829</u>
Riviera Residents-Camp	140	0	<u>177</u>
Non-Residents-Single Sessions	0	0	<u>261</u>
Non-Residents-Camp	0	0	<u>0</u>
Classes	55	<u>0</u>	<u>115</u>
Weeks of Camp	7	<u>0</u>	<u>10</u>
Volunteer Hours	0	<u>0</u>	<u>0</u>

## Highlights

### September 21<sup>st</sup>- Meeting for Troop 777

We had a virtual leadership meeting to discuss recruitment. Our first meeting is scheduled on October 5<sup>th</sup> and were excited to get back in touch with our students.

We have started scheduling classes for the fall. Starting in October we will be working with the Riviera Beach Parks and Recreation Department to offer virtual fishing and marine science based classes for the community and for their afterschool programs.

## Challenges

Nothing to report.

## Volunteer News

Nothing to report.

**Community Partners**

Boy Scouts Troop 777

**Innovation and News**

Nothing to report.

Thank you,  
Shannon Lalime  
Program Director  
Florida Fishing Academy, Inc.  
7067 Peninsula Court  
Lake Worth, FL 33467  
561-740-7227



# INVOICE

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

**INVOICE #0920**  
**Date: September 23rd, 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: **August 25<sup>th</sup>, 2020- September 23<sup>rd</sup>, 2020**

DESCRIPTION	Service Dates	AMOUNT DUE
Services rendered  Note: Refer to Monthly Report	Re: <b>August 25<sup>th</sup>, 2020- September 23<sup>rd</sup>, 2020</b>	\$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!**

# Riviera Beach CRA Payment Authorization Checklist

Vendor Name: **FLORIDA FISHING ACADEMY**

Control No.: **2017-17**

Invoice No.: **0920**

Invoice Date: **09/23/2020**

Payment Amount: **\$2,500**

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

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?	<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>[Signature]</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> CJK

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

*[Signature]*  
Approving Authority

(Approval Attached) Date: 9/28/2020

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)