

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Florida Court Reporting
 Control No.: _____ Invoice No.: 163865
 Invoice Date: 10/20/15 Payment Amount: \$ 300.00
 Project Supervisor/Responsible Official: Darlene Hatcher

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

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

 Approving Authority Date: _____

<input type="checkbox"/> Payment approved by the Board of Commissioners by Motion No. <u>2015-33</u> or the Consent Agenda, at its meeting on <u>9-9-15</u> . (If applicable)

*processed 11/11/15 (ke)
 entered 11-6-15 gy*

INVOICE

Florida Court Reporting
2161 Palm Beach Lakes Blvd.
Suite 302
West Palm Beach FL 33409
Phone:561-689-0999 Fax:

Invoice No.	Invoice Date	Job No.
163865	10/20/2015	115658
Job Date	Case No.	
10/14/2015		
Case Name		
Riviera Beach Community Redevelopment Agency		
Payment Terms		
Due upon receipt		

Tony Brown, Executive Director
Riviera Beach Community Redevelopment Agency
2001 Broadway
Suite 300
Riviera Beach FL 33404

Original transcript of:

10-14-15 CRA regular meeting

50.00 Pages @ 6.00 300.00

TOTAL DUE >>> \$300.00

We appreciate your business!

Past due balance in excess of 30 days shall bear interest at the maximum rate allowable by law. Client agrees to pay all costs of collection, including attorney's fees.

Tax ID: 65-0466508

Phone: 561-844-3408 Fax:561-881-8043

Please detach bottom portion and return with payment.