

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: JAY TAPLIN

Control No.: _____ Invoice No.: 1310

Invoice Date: _____ Payment Amount: \$ 4,621.50

Project Supervisor/Responsible Official: Tony Brown

| | Reviewed/Approved by |
|--|----------------------|
| <input type="checkbox"/> Project "scope of work and deliverables" reviewed ? | |
| <input type="checkbox"/> Payment support documentation appropriate based on work scope ? | |
| <input 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 ? | <u>KC</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. | |
| <input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment. | <u>KC</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. _____ or the Consent Agenda, at its meeting on _____. (If applicable) |
|---|

processed
with list KC

From: MICHAEL HAYGOOD <mhaygood@haygoodlaw.com>
Sent: Wednesday, November 04, 2015 2:45 PM
To: Tony Brown; Klemie Christie
Cc: Conrad Koller
Subject: FW: CRA October Invoice
Attachments: 12-0152 Riviera Beach CRA Viking #1310 11-3-15 4,621.50.pdf

I approve the invoice.

J. Michael Haygood
J. Michael Haygood, P.A.
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From: Jay Taplin <jtaplin@taplinlaw.net>
Date: Tuesday, November 3, 2015 at 2:37 PM
To: MICHAEL HAYGOOD <mhaygood@haygoodlaw.com>
Subject: CRA October Invoice

Mike, I hope all is well.

I am attaching my invoice for October as we discussed. Please note that in addition to the 10% Courtesy Discount, there was a significant amount of time I did not put on the bill.

Thanks Mike. Jay.

Jay A. Taplin
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entered 11/8/54