

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: CBRE

Control No.: _____ Invoice No.: 2015-824940

Invoice Date: Oct 11, 2015 Payment Amount: \$ 6,900.00

Project Supervisor/Responsible Official: Mark Bonake

Monthly retainer for brokerage services at \$2,300.00 per month

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed ?	<u>WA</u>
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope ?	<u>WA</u>
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received ?	<u>WA</u>
<input type="checkbox"/> If final payment, have all deliverables been received ?	<u>WA</u>
<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>WA</u>
<input type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	<u>N/A</u>
<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.	<u>WA</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>2015-27</u> or the Consent Agenda, at its meeting on <u>8-11-15</u> . (If applicable)
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entered 11-24-15 G



2015-824940 Invoice #

October 11, 2015 Date

Invoice

Riviera Beach Community Redevelopment Agency
2001 Broadway, Suite 300

Riviera Beach, FL 33404
Mark Blomeke

Office ID:
CBRE Contact:

M15 019
Brooke Berkowitz
brooke.berkowitz@cbre.com
954/331-1776

Riviera Beach Community Redevelop

TRANSACTION INFORMATION:

PROPERTY	DEAL
Riviera Beach Marina Project Riviera Beach, FL 33404	Monthly retainer in sequential payments of \$2,300 each

CONSIDERATION:

[illegible]**RETAINER FEE INSTALLMENTS:**

August 11, 2015	\$2,300.00	Amount now due
September 11, 2015	\$2,300.00	Amount now due
October 11, 2015	\$2,300.00	Amount now due
November 11, 2015	\$2,300.00	
December 11, 2015	\$2,300.00	
January 11, 2016	\$2,300.00	
February 11, 2016	\$2,300.00	
March 11, 2016	\$2,300.00	
April 11, 2016	\$2,300.00	

Comments:

Please Remit Commission payment to:

Mailing Address:

CBRE, Inc.
Ruthann Sadowski
225 Water Street, Suite 110
Jacksonville, FL 32202

CBRE Invoice
Ruthann Sadowski
904/630-6361

Note:Please refer to Invoice# **2015-824940** and Location Code 2090 on your remittance