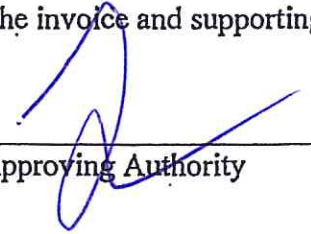


Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: Jay Taplin
Control No.: _____ Invoice No.: 1312
Invoice Date: 12-1-15 Payment Amount: \$ 3580.00
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 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>✓</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 type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	<u>✓</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)

JAY A. TAPLIN, P.A.

1555 Palm Beach Lakes Blvd.
Suite 1510
West Palm Beach, FL 33401

Invoice

Date	Invoice #
12/1/2015	1312

Project
Riviera Beach CRA Cafe Lease

Bill To
Riviera Beach CRA

Date	Item	Description	Hours	Rate	Amount
11/5/2015	Taplin, J.	Telephone discussion Michael Haygood, and matters related thereto; File reviews regarding Tenant Improvement and Landlord Contributions provisions, and matters related thereto; Preparation of Form Lease from lease containing foregoing provisions, and reviews and matters related thereto; Preparation of e-mail memo regarding and remitting foregoing, and matters related thereto.	0.9	325.00	292.50
11/9/2015	Taplin, J.	Receipt and review of e-mail from Michael Haygood regarding Lease and reviews and matters related thereto; Preparation of responsive e-mail to Michael Haygood, and matters related thereto; Begin initial quick review/scan of Lease, and initial markup thereof.	0.6	325.00	195.00
11/12/2015	Taplin, J.	Receipt, review and response to e-mail from Michael Haygood regarding transaction, and matters related thereto.	0.1	325.00	32.50
11/13/2015	Taplin, J.	Continue initial quick review/scan of Lease, and initial markup thereof, and matters related thereto; Telephone call to Michael Haygood, and matters related thereto; Telephone discussion with Michael Haygood, and matters related thereto.	2.2	325.00	715.00
11/15/2015	Taplin, J.	SUNDAY. Continue initial quick review/scan of Lease, and initial markup thereof, and matters related thereto;	0.7	325.00	227.50
11/16/2015	Taplin, J.	Completed initial quick review/scan of Lease, and initial markup thereof, and matters related thereto; Preparation of e-mail regarding and remitting foregoing to Michael Haygood, and matters related thereto.	1.9	325.00	617.50
11/17/2015	Taplin, J.	Receipt, review and response to e-mail from Michael Haygood, and reviews and matters related thereto.	0.1	325.00	32.50
11/18/2015	Taplin, J.	Receipt, review and response to e-mail from Michael Haygood, and matters related thereto; Preparations for meeting tomorrow regarding transaction.	0.2	325.00	65.00
11/19/2015	Taplin, J.	Meeting with Michael Haygood conferring regarding Lease, and reviews, e-mails, remittances, matters related thereto.	4.4	325.00	1,430.00
			Total		
			Balance Due		

1555 Palm Beach Lakes Blvd.
Suite 1510
West Palm Beach, FL 33401

Date	Invoice #
12/1/2015	1312

Project
Riviera Beach CRA Cafe Lease

Bill To
Riviera Beach CRA

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