

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Pittman Law Group
 Control No.: Res. No. 2015-45 Invoice No.: 2015-841
 Invoice Date: 12/16/15 Payment Amount: \$ 5,000.00
 Project Supervisor/Responsible Official: A. Jenkins / D. Hatche

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

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

Tony T. V.
 Approving Authority

Date: 1-20-16

Payment approved by the Board of Commissioners by Motion No. 2015-45 or the Consent Agenda, at its meeting on Dec 9, 2015. (If applicable)

*processed 1/13/16 (K)
 entered 12-30-15 (S)*

PITTMAN LAW GROUP, P.L.
 Wilhelmina Square
 1028 East Park Avenue
 Tallahassee, Florida 32301

Invoice

Date	Invoice #
12/16/2015	2015-341

Bill To
Riviera Beach CRA Attn: Annetta Jenkins

Due Date	Due Upon Receipt
12/31/2015	

Item	Description	Amount
Professional Services	Governmental Consulting for January 2016	5,000.00
Total		\$5,000.00

www.pittman-law.com

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