

## Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Jay Taplin PA

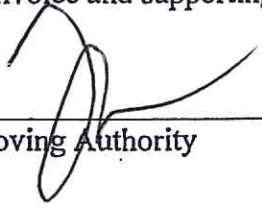
Control No.: \_\_\_\_\_ Invoice No.: 1314

Invoice Date: 1-7-16 Payment Amount: \$ 2,523.00

Project Supervisor/Responsible Official: J Michael Haygood

	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 ?	
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	<u>gy</u>
<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>gy</u>

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

  
\_\_\_\_\_  
Approving Authority

Date: 2-3-16

Payment approved by the Board of Commissioners by Motion No. \_\_\_\_\_ or the Consent Agenda, at its meeting on \_\_\_\_\_. (If applicable)

**TAPLIN & ASSOCIATES**  
**A PARTNERSHIP OF PROFESSIONAL ASSOCIATIONS**  
**ATTORNEYS AND COUNSELORS AT LAW**

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NORMAN E. TAPLIN & ASSOCIATES, P.A.  
JAY A. TAPLIN, P.A.\*  
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SENDERS EMAIL: JTAPLIN@TAPLINLAW.NET

February 5, 2016

J. Michael Haygood, Esq.  
J. Michael Haygood, P.A.  
701 Northpoint Parkway Suite 209  
West Palm Beach, Florida 33407

Re: Riviera Beach CRA Lease Work; Invoice #1314 dated 1-7-16 in the amount of \$2,523 for the period beginning 12-4-15 and ending 1-7-16.

Dear Mr. Haygood:

I am enclosing the above referenced Invoice.

Thank you very much. As always it has been a pleasure being of service.

Very truly yours,

Jay A. Taplin



JAT/jw  
Attachment